

**Yavapai College Library**  
**Confidentiality of Library Records Policy and Procedures**

*Revised January 31, 2008*

Policy:

The Yavapai College Library recognizes that its circulation and other records identifying Library users are confidential in nature. According to national library standards, confidentiality is essential to the individual's pursuit of information and knowledge. Confidential information shall not be released to other individuals or agents of federal, state and local law enforcement agencies, without the approval of the Director of Library Services and sufficient documentation which proves that such records are necessary to the progress of an investigation or prosecution.