

# Confidentiality of Records



Pursuant to Idaho Code § 74-108(4), all records of the Lewiston City Library that, when examined alone, or when examined with other public records, would reveal the identity of a Library patron checking out, requesting, or using an item from the Library are confidential (hereinafter “Confidential Library Records”). Such Confidential Library Records are confidential regardless of their format, for example, whether the records are in print, electronic, digital, or audio. No Confidential Library Records shall be made available to the public, press, or a governmental agency except by such process, order, or subpoena authorized by federal, state, or local law.

## *Instructions for Staff:*

1. If you are asked to provide Confidential Library Records, immediately refer the requestor to the Library Director.
2. If you receive an order or subpoena requesting Confidential Library Records, give such order or subpoena to the Library Director; do not provide such Records. If the order or subpoena is from the Federal Bureau of Investigation, do not disclose to any person, other than the Library Director, that the Federal Bureau of Investigation has sought or obtained Confidential Library Records; doing so could be a violation of the USA Patriot Act (Section 215, P.L. 107-56).
3. When Confidential Library Records are requested, or an order or subpoena for such Records is received, the Library Director will contact the City Attorney’s Office for advice as how to respond to such request, order, or subpoena.
4. If you are unable to contact the Library Director, contact the City Attorney’s Office.

*Approved Lewiston City Library Board of Trustees  
June 17, 2020*