

Custodian of Records Policy

The director of the library is the lawful custodian of the library records.

At no time will the custodian of records release protected records except pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such a request for release of library records, and will respond to the request according to advice of counsel.

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