

## Clayton State University Library

Policy Name: Library User's Right to Privacy and Confidentiality Policy

Effective Date: September 1, 1987

Review Date: November 12, 2019

### Policy

The Clayton State University Library respects a library user's right to privacy and confidentiality regarding information sought or received and materials consulted and borrowed or services provided. The library complies with the Official Code of Georgia regarding confidentiality of library user records and the Family Educational Rights and Privacy Act (FERPA).

For more information, please see FERPA Information on the Clayton State University [Registrar's web page](#) and the Registrar's [release form](#).

### Resources

TITLE 24. EVIDENCE  
CHAPTER 12. MEDICAL AND OTHER CONFIDENTIAL INFORMATION  
ARTICLE 4. OTHER CONFIDENTIAL INFORMATION  
O.C.G.A. § 24-12-30 (2019)

#### § [24-12-30. Confidential nature of certain library records](#)

- (a) Circulation and similar records of a library which identify the user of library materials shall not be public records but shall be confidential and shall not be disclosed except:
  - (1) To members of the library staff in the ordinary course of business;
  - (2) Upon written consent of the user of the library materials or the user's parents or guardian if the user is a minor or ward; or
  - (3) Upon appropriate court order or subpoena.
  
- (b) Any disclosure authorized by subsection (a) of this Code section or any unauthorized disclosure of materials made confidential by subsection (a) of this Code section shall not in any way destroy the confidential nature of that material, except for the purpose for which an authorized disclosure is made. A person disclosing material as authorized by subsection (a) of this Code section shall not be liable therefor.