1. All circulation records and other records identifying the name of library users is to be confidential in nature.

2. All librarians and library employees are advised that such records shall not be made available to any agency of federal, state, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

3. Upon receipt of a legal document the library staff will inform the Library Director who will consult with the County Attorney to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance.

4. The County Attorney and the Director will determine any further course of action.