

Confidentiality of Library Records Policy

University Libraries, University of Memphis

The University Libraries adhere to the Public Records Act regarding the confidentiality of library records as outlined in a memorandum of November 14, 1988, from the General Counsel of the Tennessee Board of Regents, TCA 10-8-101 through 10-8-103, which provides that “No employee of a library shall disclose any library record that identifies a person as having requested or obtained specific materials, information or services or as having otherwise used such library. Such library records shall be considered an exception to the provisions of Section 10-7-503” (which provides that all public records shall be open for public inspection).

Library records may be disclosed only under the following circumstances:

1. Upon the written consent of the library user;
2. Pursuant to the order of a court of competent jurisdiction; or
3. When used to seek reimbursement for or the return or lost, stolen, misplaced or otherwise overdue library materials.

Library record is defined as a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from said library. Library record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general. TCA 10-8-101 (b).

Please send questions comments or suggestions to [Shelia Gaines](#), Head of Circulation.