

Franklin County Library Request for Individual Circulation Records

Please read. You may have a copy of these terms and of your written request.

On meeting the conditions specified herein, the Franklin County Library will provide its patrons with a history of materials circulated using their library card.

The "history," may be sorted by author or title and be provided free of charge. Please note the history can only go back as far as 2012.

Your request will be fulfilled within five business days of your request and you will be notified by word of mouth if present in the library, via telephone, text or email of its availability.

The patron must provide written consent given to the Franklin County Library to retrieve the record. This consent is to be presented with the Franklin County Library Card assigned to the patron and government issued positive identification. *

The patron is to review the NC Statute 125-19. Confidentiality of library user records and to indicate by initials and date having done so.

The patron is to sign the statement of consent using the exact name as indicated in all printed and electronic records maintained by the Franklin County Library.

The request for Individual Circulation Records may be presented once annually. A second request may be made and it will be provided at the expense of the requesting patron for a fee of \$5.00. Any subsequent request will be billed at the same rate.

* Positive Identification includes but may not be limited to a state issued driver's license or identity card, United States Government Military Identification or other verifiable instruments of identification.

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Read, Initial and Date the following:

NC 125-19, Confidentiality of library user records.

- (a) Disclosure – A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).
- (b) Exceptions. – Library records may be disclosed in the following instances:
 1. When necessary for the reasonable operation of the library;
 2. Upon written consent of the user; or
 3. Pursuant to subpoena, court order, or where otherwise required by law, (1985, c. 486, s. 2.)

I have read and understand the NC statute 125-19 on this day _____.

Initials of the person requesting: _____.

I freely and willfully give this written consent to the Franklin County Library to provide me, (my child or legal ward under the age of 18,) exclusively with a record of Franklin County Library materials that I, (my child or legal ward under the age of 18,) have circulated or charged out of the library.

Signed: _____ . Patron Bar Code: _____

Signature of Library Staff and date: _____ attesting that all statements herein are accurate and true as verified by required verification instruments.

Request processed by: _____ (Franklin County Library Staff.)

Date processed: _____