

# **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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