

Aram Public Library Policy 2.5

Adopted February 14, 2013

Release of Adult Library Records to a Guardian or Fiduciary Agent

Purpose: The purpose of this policy is to delineate the circumstances under which an adult patron's library records may be released to a duly signed, notarized and activated power of attorney, guardian, conservator, or other type of fiduciary agent.

Recognition of Agency: Aram Public Library recognizes that some adult patrons, due to circumstances beyond their own control, may have a power of attorney, guardian, conservator, or other fiduciary agent assist them with financial transactions or other financial decisions.

In order to facilitate the return of library materials, the payment of fines against such an individual, and the providing of materials to said individuals, the library may release information pertaining to the adult patron who has an attorney in fact, guardian, or conservator to said attorney in fact, guardian, conservator, or other fiduciary agent under the following conditions:

1. The individual requesting the records shall have either a duly signed, notarized and activated power of attorney, letters of guardianship or letters of conservatorship signed and authorized by a circuit court, or other similar documents for the adult patron;
2. Documentation concerning the attorney in fact's, guardian's, conservator's, or other fiduciary relationship's status must be on file at the library. After said documentation has been provided, a note will be added to the card of the individual under care for staff informational purposes.
3. Permission for release of records shall expire on an annual basis. Proof of the continuing legal status as power of attorney, guardian, conservator, or other fiduciary agent shall be provided for continued access.

Additional Rights:

1. Any duly signed, notarized, and activated attorney in fact, guardian, conservator, or other fiduciary agents shall have the right to close a library account upon recommendation of the library director.
2. A duly signed, notarized and activated attorney in fact, guardian, conservator, or other fiduciary agent shall be permitted to pay library fines.
3. No attorney in fact, guardian, conservator, or other fiduciary agent may place holds or check items out on the adult patron's library account.

Approved: February 14, 2013