

## **OWLSnet Linking Patron Records Policy**

Any OWLSnet library may link the patron record of child under the age of 16 to the patron record of the child's custodial parent or guardian. An OWLSnet library may link the patron records of multiple children to a single custodial parent or guardian. No other patron's records may be linked.

1. No OWLSnet library is required to link any patron's record.
2. Patrons' records may be linked only by the OWLSnet library designated as the "Home Agency" for the patrons whose records are being linked.
3. Any OWLSnet library choosing to link a child's record is responsible for ascertaining the child's custodial parent or guardian and for unlinking records should the child's custodial parent or guardian change.
4. Linked patron records of children and their custodial parents or guardians must be unlinked when the children reach age 16. A report will be sent by OWLSnet to the Home Agency of any child whose patron record is linked when the child reaches age 16.
5. Upon request of the custodial parent or guardian of a child under age 16, a library shall disclose to the custodial parent or guardian information contained in the child's patron record.
6. A library may not disclose to a child any information in the patron records of any other individuals with whom the child's record is linked, e.g., the custodial parent, guardian, or siblings.

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