

## **Confidentiality of Library Records Policy**

Approved by the Board 5/21/12

The various records which are required to control the use of Library material either on or off the Library premises are for the sole purpose of protecting Library property and implementing the orderly development of the Library collection. The confidentiality of Library Records policy applies to all who are affiliated with the Library and who may have access to these records.

Pursuant to the Connecticut State Statute Section 11-25(b) personally identifiable information contained in the circulation records of the Saxton B. Little Free Library shall be confidential.

Names, addresses, phone numbers and information on materials borrowed or fines owed are confidential. Library staff may not provide information on a personal nature about any borrower except to the borrower himself or to the parent/guardian of a borrower who is a minor. Requests for such information are to be referred to the Library Director.

*Connecticut State Statute, Title 11, Section 11- 25(b)* Reports by libraries, Confidentiality of records. Notwithstanding the provision of section 1- 19, personally identifiable information contained in the circulation records of all public libraries shall be confidential.

Records of Internet use by library patrons are confidential and shall be treated according to the same standards as other library records.

Regarding demands by law enforcement or other governmental agents: Prior to the producing or disclosing confidential information or information of a personal nature contained in the Library's records to anyone other than the Library patron or his or her legal guardian, the Library Director shall demand to see legal process compelling the Library to do so. Where feasible, the Library Director shall consult with legal counsel to examine such legal process and advise the Library on its options before disclosing any such information.

Nothing in this policy shall prevent the Library from reporting criminal acts committed by Library patrons while using the internet or other Library resources.

Any employee who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any Library records, shall immediately notify the Library Director or the most senior staff member in charge at the time. The Library Director will report such incidents to the Board as soon as possible.