

Patron Privacy

Written by Administrator

Friday, 20 May 2011 10:14 - Last Updated Thursday, 09 February 2012 13:56

Confidentiality of Patron Records Policy

The Library Privacy Act PA455 of 1982 guarantees the privacy of library records. A record of items may be released to the parent or guardian in an effort to secure the return of the items. (Library Privacy Act Amendment 1996, PA188) In all other cases, no record of library materials requested or obtained can be released to anyone without written permission or a court order.

Names, addresses, and phone numbers of library users are also protected by the Privacy Act and will not be released without a court order.

For purpose of this policy, a library record might include but is not limited to: circulation records, patron's name, address, telephone numbers, email addresses, reference requests, and computer usage.

In the case of library staff served with a search warrant or court order as part of an investigation, the staff must comply with the court order by first promptly notifying the Library Director. The Library Director shall review all requests, consult with an attorney as necessary, and comply with each court order.

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{phocadownload view=file|id=18|text=Privacy Procedures|target=b}

{phocadownload view=file|id=19|text=Library Records and Privacy Policy|target=s}