

Vernon Free Library Confidentiality Policy

Updated October, 2008

Patrons should feel comfortable borrowing or using public library resources and receiving library services without having to fear consequences for doing same.

Definition:

Patron records means records in any format related to any activity of the library, (such as, but not limited to, registration, circulation, interlibrary loan, reserve requests and computer use) containing any identifying information about individual patrons.

Policy:

Vernon Free Library patron records are confidential. Patron records shall not be made available to any third party or any law enforcement agency of a local, state, or federal government except:

- (1) with the written permission of the library patron to whom the records pertain;
- (2) to officers, employees, volunteers, and agents of the library to the extent necessary for library administration purposes;
- (3) when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause is presented to the library by the law enforcement agency or third party seeking the records;
- (4) to custodial parents or guardians of patrons under age 16 years.

Statistical records pertaining to the patronage, circulation activities, and use of any service or consultation the library provides, provided that they do not contain the names of patrons or any other personally identifying information, shall be exempt from the provisions of this policy.

Procedure:

No library employee or volunteer may release patron records to any third party or law enforcement agent. Requests for such information will be referred to the library director who will, on advice of legal counsel, adhere to the policy outlined above.