

Confidentiality of Library Records

The Trustees of the Community Library recognize that circulation records and other records identifying the names of library users with specific materials are confidential. The Trustees further advise all librarians and library employees that such records shall not be made available to any persons or agency except pursuant to such process or order of subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedure or legislative investigatory power.

The Trustees of the Library have adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address.
3. A patron's telephone number.
4. The library's circulation records and their contents.
5. The Library's borrowers records and their contents.

-- P: CO 1 --

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990823

6. The number or character of questions asked by patrons.

7. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines.

-- P: CO 2 --

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