

Library Confidentiality Policy

Patron Records

In accordance with State law, all public library records containing personal information are confidential. Additionally, all internal library documents intended for library staff are considered confidential. Failure to comply with this policy may result in disciplinary action.

Examples of confidential patron records include:

- Computer use logs
- Patron registrations and records
- Circulation information
- Holds and interlibrary loans
- Any information the library maintains that may identify a person (use of periodicals, reference, etc.)

Examples of confidential internal documents include:

- Patron incident reports
- Staff performance appraisals
- Staff addresses and telephone lists

Patron Presence

Patron presence in the library is not confidential. However, an individual's activities within the library are confidential, unless those activities are illegal.

In the event that an individual asks whether a particular patron is or has been in the library, staff shall not routinely provide that information. In an emergency situation, staff may deliver a message to the patron if it is known that he or she is in the building.

Items left in the library (i.e. backpacks, purses) belonging to patrons may be searched by staff for identification purposes or if they are of a suspicious nature. The police will be notified if suspicious items are found.

Patron Email

Patrons have the option of providing the library with their email address for the purpose of notifications about library accounts/library activities. Patrons can personally manage their email notification preferences in the Koha library system or request library staff to make the changes.

Patrons also have the option of subscribing to library newsletters and announcements. Patrons can unsubscribe from email newsletters by clicking on the Unsubscribe link within an email or by requesting library staff to make the changes.

Adopted: 01/27/2010

Reviewed: 9/27/23