

Category: Operations  
Policy Number: 401  
Title: Confidentiality of Records

#### Guidelines and Procedures

1. The patron records of the library are confidential and cannot be released without a written court order or subpoena.
2. The Library Manager will act as the Freedom of Information and Protection of Privacy (FOIP) Officer.
3. The library staff will follow FOIP guidelines.
4. Patrons must be advised of the purposes for which personal information is collected, at the time of registration for a borrower's card, either on the registration form or as posted at the registration desk: "The information given is used to provide you with library services at participating member libraries of Northern Lights Library System and The Regional Automation Consortium. It may be shared with these libraries to verify membership and to collect fines or debts owing, to provide information about library services and for statistical purposes. It is collected under the authority of Section 32(c) of the Privacy Act and it is protected under this act. If you have any questions on disclosure or use of this information please ask your Library Manager."
5. The file containing completed application forms shall be held in a locked cabinet at all times when the library is closed.

Reviewed May 14, 2022

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