

BACKGROUND

For the protection of the privacy of Library patrons and the Library itself, it is necessary to have a policy outlining who has the right of access to Library records, including those which link specific Library materials, enquiries or activities with specific patrons.

POLICY

It is the intent of the Town of Bruderheim Library Board that the confidentiality of Library patrons and the Library itself will at all times, be respected.

GUIDELINES

1. For the protection of the privacy of Library patrons and the Library itself, the Library has limited access to user records.
2. Information in the membership files is not available to any outside individual or group. The membership files are used only for Library procedures.
3. Parents, as the signee responsible for their children's borrowing may be notified of their children's overdue materials.
4. The Library does not keep records of materials on loan to, or borrowed and returned, unless the patron specifically requests this service.
6. Agents of local, provincial or federal governments, including law enforcement officials, may obtain legal access to records.

PROCEDURE

1. Membership records of Library patrons will be kept in a locked case or room in the Library.
2. The above records and the information contained in them are confidential and therefore only the Library Manager and the Library Clerks and the Board will have access to them.
3. Whenever any record of a transaction exists, only the Library Manager, Library Clerk and the Board shall have access to that record.
4. The Library Manager and Library Clerk shall be made aware of the Board's policy concerning confidentiality of user records during orientation.
5. Library staff will be discouraged from discussing reading habits of patrons.
6. Legal access to records may be obtained by agents of the local, provincial or federal governments, including law enforcement officers providing they are able to show good cause and providing they have a subpoena, process or order pursuant to law.
7. Only the Board may release the above information.
8. No other individual, corporation or organization than those named above shall be accorded access to records.