

## **Holden Municipal Library**

### **POLICY: Confidentiality of User Records**

The Board of Trustees will ensure and respect the confidentiality of patrons and their membership records and information.

The Board of Trustees recognizes all Library records are for the sole purpose of protecting public property and are not to be used to identify the types of materials used by individual patrons.

Library records will be made available to local, provincial or federal governments, including law enforcement officials with a subpoena, process or order pursuant to the law, provided the order is in proper form.

Records management will be in compliance with the Freedom of Information and Protection of Privacy Act as it relates to public libraries.

Approved: November, 1988  
Reviewed and amended: August, 1999