

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

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

Policy Statement:

The library shall respect the confidentiality of its patrons and their records of membership.

Guidelines and Procedures:

1. The patron records of the library are confidential.
2. The Library Manager will present all requests for access to the Library's patron records to the FOIPP Head with any comments or recommendations.
3. Patrons must be advised of the purposes for which personal information is collected, at the time of registration for membership, either on the registration form or as posted at the registration desk: The information you give is "used to provide you with library services at participating member libraries of Northern Lights Library System. 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© of the Freedom of Information and Protection of 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."
4. The file containing completed application forms shall be held in a secured location at all times when the library is closed.

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Date Approved: November 14, 2012

Date to Review: March 18, 2023