

Lib-02-002

Section: Library Patrons

Title: Confidentiality of Patron Records

Approval Signature: _____
_____, Chair, Tofield Library Board
Latest Revised Date: _____

1. The Tofield Municipal Library and the Tofield Library Board are subject to the laws of the Freedom of information and Protection of Privacy (FOIP) Act and Regulation.
2. The Freedom of Information and Protection of Privacy (FOIP) Act aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta (See alberta.ca/foip).
3. In keeping with the FOIP Act:
 - a. Staff will keep such statistical records as required by the Board, government agencies, or funding bodies.
 - b. No reading and/or circulation records specific to individual patrons will be kept.
 - c. Statistical data collected by staff at the request of the manager or Board must NOT be traceable to individuals.
 - d. Identification information is required for all members for contact reasons only.
 - e. Staff must treat as confidential the reading, viewing, and/or listening habits of all patrons.
 - f. All records in the Tofield Municipal Library, both formal and informal, that relate to patron registration and the subsequent circulation by patrons of materials provided by the library are considered confidential.
 - g. Records shall not be made available to anyone except under the written order of the Board, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.
 - h. Any written requests for confidential information regarding a patron will be referred to the manager, who shall consult with the Board before acting.
 - i. Should any part of this policy be broken by any staff member; proper recourse will be taken by the manager on recommendation of the Board.