

AD: CON - Confidentiality of Records

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POLICY:

1. All library employees, trustees, and volunteers shall hold in strict confidence any information or records relating to library business.
2. Records and transactions relating to library members with or without library membership are held in strictest confidence.
3. The Lac La Biche County Library Board recognizes that all library records exist for the sole purpose of protecting public property and are not to be used to identify specific material used by a library member.
4. Library records will be available to local, provincial, or federal governments, including law enforcement Officers with a subpoena, process or order pursuant to the law, provided that the order is in proper form.
5. Upon request, a library member will be given access to all information concerning their records that the library has on file. Access to a member's record is limited to that member with the following exceptions:
 - a. In the case of a library member twelve (12) years of age and under, complete access is also provided to the parent.
 - b. In the case of a library member thirteen (13) to seventeen (17) years of age inclusive, access is also provided to the parent if the information is provided to aid in the retrieval of borrowed library material or the collection of outstanding library charges.
 - c. In the case of a person with limited or no access to library facilities, access to their record will be provided to the person(s) noted in the member record as assisting in the management of the care and return of library materials. ♦

