

## **The Sherman Library Confidentiality Policy.**

The Sherman Library is strongly committed to the privacy of its users and the policy of the Sherman Library is to ensure the confidentiality of patron usage records.

### ***The Connecticut State Statute Title 11, Section 11-25 (b)***

Reports by libraries, Confidentiality of Records.

Notwithstanding the provisions of section 1-210, personally identifiable information contained in the circulation records of all public libraries shall be confidential.

Pursuant to this statute and as recommended by the American Library Association, the Sherman Library considers patron registration, circulation, and overdue records and computer traceable or Internet records as strictly confidential. Staff members and volunteers shall protect information about its borrowers and will not provide this information to any individual unless required by law.

A patron's library record may be viewed by that patron or by that patron's parent or legal guardian if he or she is a minor (defined by the state of Connecticut as any person below the age of 18).

### **Records Retention**

The library shall maintain only those records that are deemed necessary to the efficient operation of the library. Circulation and interlibrary loan records shall be maintained only long enough to ensure the safe return of material.

### **Enforcement & Redress**

The Sherman Library will not share data on individuals with third parties unless required by law. Only the Library Director or designated authority will receive or comply with requests from law enforcement officers and will confer with our legal counsel before determining the proper response. We will not make library records available to any agency of state federal or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is proper in form.

We have trained all library staff and volunteers to refer any law enforcement inquiries to library administrators.

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**American Library Bill of Rights** "The Right to Privacy in a library is implicit in ALA's Library Bill of Rights, which guarantees free access to library resources for all users and opposes any limitations on the right to an individual's exercise of free expression."

**American Library Association Code of Ethics** "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted."

Approved by the Sherman Library Board of Trustees July, 2015