

THE SHERMAN LIBRARY

CONFIDENTIALITY POLICY

Purpose

The Sherman Library Association (“Library”) Confidentiality Policy defines the Library’s commitment to keep the information of its patrons and users private.

Confidentiality of Library Records

The policy of the Library is to maintain the confidentiality of patron usage records in accordance with Connecticut state law and the American Library Association (“ALA”) practices.

In relevant part, Connecticut Statute Title 11 Section 11-25 provides that:

- Records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library
- Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.
- No provision of the state law shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library

In relevant part, the ALA Code of Ethics provides that Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted”.

Examples of records that are kept confidential include, but are not limited to patron registration, circulation, overdue records, interlibrary loan records, and computer traceable or internet records.

The Library maintains only those records that are deemed necessary to the efficient operation of the library.

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).

Inquiries and requests pursuant to court orders, from law enforcement or from a government agency to access personal records are directed to the Executive Director. Only the Executive Director will handle these requests and will confer with our legal counsel before determining the proper response.

Library staff and volunteers are advised of this policy on an annual basis.

Any concerns or inquiries not specifically covered in the policy should be directed to the Executive Director.

Approval

Approved by the Sherman Library Board of Trustees July 2015; May 10, 2021