



## CONFIDENTIALITY OF USER RECORDS POLICY

**Purpose:** To preserve the privacy of patron circulation, borrower registration, and usage records and to treat them with confidentiality.

**Scope:** These records include, but are not limited to, patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, library visits, and/or any data that contain information that links a specific patron to specific materials or services used.

**Conditions:** Each patron has individual control over his or her borrower's card, and presentation of the card permits access to information about the borrower's current circulation record.

Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), or library administration purposes, records will be expunged when the information is no longer needed or upon expiration of any records retention requirements. The library has no control over any data that a library computer user sends to another computer server during an Internet session. Transactions are erased regularly; however, data can remain on the hard drive and confidentiality of this data cannot be assured.

No information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator. As provided for in state law, records may be released without a court order to law enforcement officers in an emergency situation solely to identify a suspect, victim, or witness to a crime.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. Staff will not disclose personal information we collect from patrons to any other party except where required by law or to fulfill service requests.

Library resources and services may not be used to conduct illegal activities. Nothing in this policy prevents the library from exercising its right to enforce the approved rules of behavior, to protect its facilities, computer network, and equipment from harm, or to prevent the use of library facilities and equipment for illegal purposes.

Any employee or volunteer who discloses information in violation of this policy commits an offense and is subject to disciplinary action and may be subject to criminal prosecution.

By separate action, the Grand Marais Public Library has endorsed the recommendations of the American Library Association's Policy on Confidentiality of Library Records.

The Grand Marais Public Library Board reviews all policies within a five-year timeline or as deemed necessary.