

BOVEY PUBLIC LIBRARY

CONFIDENTIALITY OF LIBRARY PATRON RECORDS POLICY

The policy of the Bovey Public Library is to preserve the privacy of its patrons' circulation, borrower registration, and usage records and to treat them with confidentiality. 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.

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.

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.

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

ADOPTED: