

# CONFIDENTIALITY OF LIBRARY PATRON RECORDS

## *Chisholm Public Library*

The policy of the Chisholm Public Library is to preserve the privacy of its patrons' records. These records include, but are not limited to, patron registration data, circulation records, hold records, and/or any data that contain information that links a specific patron to specific materials or services used. 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.

When library staff speak either in person or on the telephone to anybody other than the patron, or to persons not known to library staff who cannot produce their library card, information regarding addresses, phone numbers, specific items checked out, or any other personal information from patron's records will not be given out.

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.