

CONFIDENTIALITY OF USER POLICY

The Silver Bay Public Library respects the rights of its users to privately seek information and borrow library materials. In accordance with Minnesota state law (Statute 13.40 Library and Historical Data), the library considers information in a patron's record – including both personal data and links to information on materials borrowed or requested – to be private. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

Registration information, circulation, and information retrieval records may not be disclosed except to:

- Information strictly relating to the cardholder (with library card or other proper ID). Block history remains on the borrower account for the duration of time as determined by the Library System.
- The parent/guardian of a patron under the age of 18 as long as the child's library card or the child himself/herself is present and there are no special circumstances listed on the account.
- Actively employed library staff acting within the scope of their duties while employed at the Library. Former staff and all volunteers are not permitted access to this information for any reason.
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with the City of Silver Bay's legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

Patron's using the internet should consult the Internet acceptable use policy and wireless internet policy. The library expects users to comply with all laws pertaining to internet usage. It is the patron's responsibility when sending data from a library computer during an Internet session. Data may remain on a hard drive and confidentiality of this data cannot be assured.

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 conduct or 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 disclosing 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 Silver Bay Public Library has endorsed the recommendations of the American Library Association's Policy on Confidentiality of Library Records.

Adopted by Library Board of Trustees November 17, 2015