

Sutton Free Public Library

Policy on the Confidentiality of Library Records

The Sutton Public Library recognizes that library records and patron information are confidential. Library records are defined as a record in any form that is maintained by the Library and contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use Library services or borrow Library materials
- Information that identifies an individual as having requested or obtained specific materials on a specific subject
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject

Library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual, except when pursuant to the following:

- For the records of minor children when requested by parents, guardians, or custodians
- In accordance with a subpoena, search warrant, or other court order
- At the request or consent of the individual who is the subject of the record or information
- For library administrative purposes. Patron record information is available to members of the Board of Library Trustees and to employees of the library for use in the ordinary conduct of library business.

Information that does not identify an individual and that is retained for the purpose of studying or evaluating the use of the Library is not considered confidential and is not subject to this policy.

This policy is based on recommendations of the American Library Association and Massachusetts General Laws Chapter 78, Section 7 which states, *that part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of chapter four.*

Adopted by the Board of Library Trustees, May 19, 2005