CONFIDENTIALITY OF LIBRARY RECORDS

The Beaman Memorial Public Library makes every reasonable attempt to assure that all records pertaining to a patron's use of library materials and information resources remain confidential.

Confidential information includes circulation records, inter-library loan transactions, database searching records, patron registration information, requests for photocopies of library materials, reserve requests, reference requests or any other private patron information supplied to or gathered by the library.

This information shall not be made available or disclosed to any individual, corporation, institution, or government agency without a valid warrant, subpoena or court order. Upon presentation of such a warrant, subpoena or court order, the library shall make every legal effort to maintain the confidentiality of the patron records.

Every effort is made to maintain patron privacy. Exceptions may be made if a minor child or adult patron who has a guardian has overdue materials. In these instances a parent or guardian may be contacted regarding the return of these materials.

The procedure for responding to law enforcement requests for patron records:

1. The front desk staff person will not disclose any information, but will instead immediately contact the Library Director. If the Library Director is out of the building, every attempt will be made to contact the Director. In the case that the Director cannot be reached, the Assistant Director or Children's Librarian will act in the Director's absence.

2. The Director or person acting on her behalf will request to see an official identification, and will photocopy the identification.

3. If the law enforcement official presents a subpoena, the request should be directed to the Library Director. The Library Director (or other supervisor) will immediately contact legal counsel. A subpoena is not immediately executable, and legal council should be involved before a response is made to such a request.

4. If the law enforcement official presents a warrant, Staff will not interfere with the search and/or seizure, but will contact the Library Director immediately. The Library Director (or other supervisor) will immediately contact legal counsel for further advice on how to proceed with the response to the search warrant.

5. If the Law enforcement official presents a request for information under the provisions of the USA Patriot Act and or Foreign Intelligence Security Act (FISA), staff will not interfere with the search and/or seizure, but will contact the Library Director immediately. The Library Director (or other supervisor) will immediately contact legal counsel for further advice on how to proceed with the response to the USA Patriot Act or

APPROVED: April 8, 1997
REVISED: June 15, 2011. December 5, 2017

FISA request. The USA Patriot Act and FISA require that no employee or official disclose the existence of the court order or the fact that records were produced in response to such an order, including the patron who is the subject of the court order. Disclosure of this information is punishable under the penalty of law.

6. The Library Director will notify the Town Administrator of all contacts with legal counsel regarding requests for patron information. When time and circumstance allows, she will notify the Town Administrator prior to contacting legal counsel. When this is not possible, such as when a warrant is immediately executable or disclosure is prohibited by the USA Patriot Act or FISA request, the Director will contact legal counsel without contacting the Town Administrator.

7. In all cases of requests for patron information the library will maintain a record of all materials, information, data or information requested or seized.

8. In all cases of requests for patron information the library will maintain a record of all costs incurred by any search or seizure. The Board of Library Trustees will seek reimbursement of such costs from the appropriate agency.