

## **Confidentiality of Library Records**

It is the policy of the library to protect the confidentiality of library users to the extent permitted under Vermont and federal laws. The library will comply with all lawfully issued court orders and subpoenas properly served upon it and furnish the documents and materials specifically listed in the court order or subpoena.

It is further understood that compliance with validly issued court orders does not eliminate the right of the library to challenge their issuance in proper legal manner.

The library will seek the advice from an attorney retained for such purpose or from legal counsel supplied by the Freedom to Read Foundation, on the scope and content of the applicable laws pertaining to that particular search, and on compliance with the search of library and patron records.

In accordance with I V.S.A. 317 Section 19, the following are exempt from public inspection and copying: records relating to the identity of patrons or the identity of patrons in regard to the circulation of library materials. Specifically, no information regarding or including the following shall be given, made available or disclosed to any individual, corporation, institution, or government agency, without a valid process or subpoena.

- Patron's name, and contact information;
- The Library's circulation records and its content, borrower's records and their content;
- The number or character of questions asked by a patron;
- The frequency or content of a patron's lawful visits to the library
- Any other information supplied to the Library (or gathered by it).

Library records, which may be the focus of law enforcement requests, include electronic, print, and other forms of patron information. Archives of information that reveal identities of individuals are kept only when clearly necessary. The library needs to retain specific information for the regular operation of library business.

Notwithstanding the above, a parent or guardian of a child under age 13 who has a library card may request and receive circulation records pertaining to the child. A parent or guardian of a child age 13-16 who has a library card may request and receive the following information regarding that child's circulation records:

- The number and titles of overdue books on the card, if any;
- The amount of any fines and/or fees associated with the record.

All staff are responsible for adherence to these policies and procedures. All library personnel, including volunteers, are to be fully informed on this policy and procedure and on their own role if such situations arise.