

CONFIDENTIALITY OF LIBRARY RECORDS TEMPLATE

POLICY QUESTIONS TO ADDRESS

1. Why does the library maintain the confidentiality of library records?
2. How does the implementation of confidentiality of library records support the library's goals and objectives?

REGULATIONS QUESTIONS TO ADDRESS

1. Is the library in compliance with the New York statute that addresses the confidentiality of library records?
2. Has the library adopted the Library Bill of Rights or Code of Professional Ethics or other similar documents produced by the American Library Association or a state library association?
3. What information, if any, is considered confidential? For example, are the following considered confidential:
 - a. existence of a library card?
 - b. identification of materials currently on loan to a specific customer?
 - c. identification of materials previously borrowed by a specific customer?
 - d. materials on hold awaiting self-service pick-up by customers?
 - e. attendance logs for library programs?
 - f. participation in library programs such as Summer Reading Program?
 - g. Internet sign-up sheets?
 - h. other?
4. Under what circumstances, if any, will library staff provide borrower related information concerning a minor child to his or her parent or legal guardian? May any member of the library staff provide this information or may only supervisors or staff with a particular classification(s) provide the information?
5. How is this policy implemented if the library issues a family library card that is used by more than one person?
6. How is this policy implemented if the library issues borrower cards to institutions, schools, organizations, or businesses where multiple individuals may have had access to the library borrower's card(s)?
7. Which staff member(s) have been designated to respond to court approved requests and/or other requests for borrower related information?