

CONFIDENTIALITY OF LIBRARY RECORDS

The Mammen Family Public Library (MFPL) supports every patron's right to have his or her library records remain confidential. These records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, records of library visits, use of Internet including sites visited and any containing information linking specific patrons with specific materials or services used.

Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's circulation record. Except during the actual period of transaction (circulation, maintenance of record on outstanding fines or lost items, reservation of materials), the library will not maintain a record of transactions. When no longer needed for administrative purposes, records will be expunged.

Personal records of patrons will not be disclosed unless:

- The library receives an order from a court of competent jurisdiction, requesting the information because the merits of public disclosure clearly exceed the demands for individual privacy.
- The MFPL will publish statistical reports regarding library registration and book circulation, but will not report any individual identification in the reports.
- The MFPL records will be disclosed to the extent necessary to recover overdue, lost or stolen materials and to collect reparations (See Overdue Materials section)
- The information is at the request or consent of the individual who is the subject of the record or information
- The information is needed for library administrative purposes. Patron records are available to library staff for use in conducting ordinary library business. Patron records may be shared with automation vendors in the normal course of database creation and management or to agencies using the information to collect outstanding fees. The library will not provide patron information for commercial purposes.

The MFP Library endorses the recommendations of the American Library Association's (ALA) *Policy on Confidentiality of Library Records*.