

Chelsea District Library Policy and Procedure

Policy Section: 2. Circulation
Board Approval Date: November 18, 2003

Subject: 230 Privacy of Library Records

Background:

The Library Privacy Act 455 of 1982 protects information about library patrons as private. Under this law, all library records are considered private and are not subject to the Freedom of Information Act. At the same time, the USA Patriot Act has caused a dramatic change in the procedure for law enforcement authorities or their representatives to obtain records of a patron's library use. In attending to its legal obligations, The Chelsea District Library is committed to preserving the privacy of its patrons.

Policy:

Library patron information records are private, gathered for purposes of library business. To the extent permitted by law, the Chelsea District Library will strictly minimize the number of records it keeps which identify patrons and the materials they obtain from the library.

Library staff will not divulge library patron record information to the public. This includes, for example: address and phone number information, program registration information, Internet registration information, information about what materials have been requested or borrowed by a specific patron, and, materials that are on hold for a patron.

Gregory P. DeGraff

Date