

CONFIDENTIALITY OF RECORDS

RUTLAND FREE LIBRARY

The Rutland Free Library recognizes the need to protect the confidential nature of library circulation records. In order to provide guidance to library staff with respect to any requests for library circulation records, or records regarding a patron's request for information sought or received, materials consulted, borrowed or acquired, including database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities or services, it is the library's policy that:

1. Circulation records and any other records identifying the names of library users with specific materials shall not be made available to anyone other than appropriate library staff, unless compelled to do so under 22 V.S.A. § 172 of Vermont law or pursuant to a court order following a showing of good cause based on specific facts issued by a court of competent jurisdiction.
2. The Library shall promptly notify the library director or assistant director if the library is served with a court order or other request for circulation records. The library director or assistant director shall promptly notify the board president.

It is not the intention of the Board of Trustees by adopting this policy to guarantee the right of any individual's privacy beyond personal information and transaction records.

3. Notwithstanding the above, a parent or guardian of a child under age 12 who has a library card may request and receive the child's registration and transaction records.

Library users who have questions, concerns, or complaints about the library's handling of their privacy and confidentiality rights should file written comments with the Director of the Library. We will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

22 V.S.A § 173 provides a right of patron action if confidentiality rights have been violated.

Rutland Free Library
Board of Trustees
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