

# BREMEN PUBLIC LIBRARY PATRON RECORD CONFIDENTIALITY POLICY

Approved by the Bremen Public Library Board of Trustees, October 31, 2022

## POLICY STATEMENT

This policy establishes the guidelines for the protection of personally identifying information contained in library records or accessible within the library or through its computer systems.

1. A "patron record" is defined as information created, received, maintained, or stored by a library, in any format, that:
  - identifies a person as having requested or obtained specific materials and/or information from a library, including database search records, or
  - identifies a library patron by name, address, telephone number, e-mail address, or any other similar manner, or
  - otherwise links a library patron with identifiable uses of library materials, facilities, or services.
2. Only the authorized staff members, independent contractors, and other authorized agents of Bremen Public Library shall access Patron Records, and such access shall occur only as needed when acting within the scope of duty in the administration and maintenance of library transactions.
3. Staff of Bremen Public Library shall not disclose or release Patron Records to any person other than the patron named in the record (i.e. the library card holder), unless the requestor is also the person who signed to accept financial responsibility for the card holder. The requestor must present the library card or current ID to receive this information.
4. Disclosure or release of a Patron's Record to a third party shall only occur upon the Bremen Public Library's receipt of a valid subpoena, court order, signed written consent of the patron, or other legal process, unless such disclosure falls under the access permissions noted in provision #2.

5. The Bremen Public Library's Director and/or Board, along with legal counsel when necessary, shall be responsible for determining whether or not a third party Patron Record request is valid and should therefore be satisfied.
6. In the event a third party Patron Record request is received by the Bremen Public Library, a copy of the subpoena, court order, signed written consent of the patron, or other legal process shall be forwarded to the Indiana State Library along with a notation whether or not the request was fulfilled.
7. In the event the Indiana State Library is presented with a valid third party request for Patron Records, the Indiana State Library will contact the Bremen Public Library and coordinate the disclosure or release of Patron Records, as appropriate.
8. Any Bremen Public Library patron requesting by telephone items checked out on a specific card must use the barcode number. Library staff should not give out any specific information beyond number of items due and the due date.
9. For purposes of compiling statistics, borrower information linked with specific item information shall not be displayed or listed.
10. Bremen Public Library is responsible for ensuring that staff is aware of and comply with this privacy policy.