

CONFIDENTIALITY

In recognizing the Library's position of special trust with members of the public, the Trustees of the Greenfield Public Library wish to clarify their policy and responsibilities with regard to confidential information about patrons and their use of library resources which comes into the Library's possession.

As the choice of library materials, along with the use of the informational resources of the library is essentially a private endeavor on the part of each individual patron, the Library shall make every reasonable and responsible effort to see that information about that patron and his/her choices remains confidential. For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the materials they use, the questions they ask. The awareness of the existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the Library Bill of Rights and the Freedom to Read Statement.

Therefore, the Trustees of the Greenfield Public Library have adopted the following guidelines concerning the disclosure of information about library patrons. The Library will disclose no information regarding or including

- 1) A patron's telephone number
- 2) The library's circulation records and their content
- 3) The library's borrowers' records and their contents
- 4) The number or character of questions asked by individuals or groups
- 5) The frequency or content of a patron's lawful visits to the library or any other information supplied to the library shall be given, made available or disclosed to any individual, corporation, government agent or agency without a valid process order or subpoena. Upon presentation of such a process order or subpoena, the Library shall resist its enforcement until such a time as proper showing of good cause has been made in a court of competent jurisdiction.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The trustees recognize that it is only through continued public confidence in the fact that these guidelines are indeed being upheld, can the public maintain its confidence in the public library. It is this confidence that is vital to the library's role in the community and the community's right to know.

Adopted November 13, 1984; reviewed February 10, 2005; reviewed January 14, 2010