

**BR3-8**

**CONFIDENTIALITY OF LIBRARY RECORDS** (revised 5/13/2003; 11/13/2007; 11/18/2008; 11/09/2010; 1/10/2017)

**BR3-8 (A) Purpose**

The purpose of the Confidentiality of Library Records policy is to clarify the position that the library takes regarding accessibility to library records by individuals or institutions other than library personnel.

1. The Brooks Memorial Library Board of Trustees recognizes that, in accordance with 22 V.S.A. chapter 4, its patron circulation records and transaction records identifying the names of library patrons are confidential in nature. This policy is upheld in the *ALA Policy Manual*, Code of Ethics, point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." Confidentiality of patron records is also protected in 1 V.S.A. chapter 5, § 317 (c), paragraph 19 and 22 V.S.A. chapter 4 §171.
2. All library employees will be advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Should such cases arise, the Library Director will consult with legal counsel and/or the Town Attorney, who will provide advice on the correct procedure to follow.
3. Certain records may be shared at the library's initiative in matters relating to the safety and security of library facilities, collections, personnel, and patrons, under exemptions as defined in 22 V.S.A. *chapter 4* § 172.
4. All cases involving confidentiality shall be reported to the Town Attorney and the Board of Trustees, unless prohibited by existing federal legislation.

**BR3-8 (B) Records Retention:** Library records containing personal information on a patron that are protected by V.S.A. 1, section 317, will be retained according to the schedule below:

<b>TYPE OF RECORD</b>	<b>RETAIN</b>
Local history/genealogy logs	1 month
Public Access Computer session history	Current session only
Reference request log	1 month
Adult patron registration forms	1 year
Juvenile patron registration forms	Until 16th birthday
Internet Permission Forms Juvenile under 16 years	Until 16th birthday
Brooks Interlibrary loan records	As soon as item returned or photocopy received
Meeting Room application forms	1 year
Exhibit application forms	1 year

**BR 3-8 (C) Records Retention: Patron Registration database**

<b>PATRON DATABASE</b>	<b>ACTION</b>
Patron card expired with no items out and no fines	Retain 3 fiscal years
Patron card expired with no items out and fines less than \$5.00	Retain 3 fiscal years
Patron card expired with no items out and fines over \$5.00	Retain 10 fiscal years
Adult patron request to be removed from database	Immediate upon written request to Library Director and his/her approval
Parent or legal guardian request to remove child's registration record from database	Immediate upon written request to Library Director and his/her approval