

TOWN OF MCLENNAN LIBRARY BOARD
CONFIDENTIALITY OF USER RECORDS POLICY

McLennan Municipal Library and its Board and staff are subject to the *Libraries Act* and the *Freedom of Information and Protection of Privacy Act (FOIP)*

1. Library Board members staff and volunteers will only collect patron's personal information when it is required for the purposes of delivering public library service.
2. No records are kept of a specific patron's frequency or content of visits to the Library
3. No records are kept of a cardholder's item checkout history, unless given permission by the cardholder. If this record is retained, it is subject to disclosure with the cardholder's other records under the conditions described in points 4 and 7.
4. Library staff, Board members and volunteers will not disclose a patron's personal information to a third party without the individual's consent except:
 - in response to a court order (e.g. subpoena, search warrant or another specific written request) from a law enforcement agency to assist in an investigation. Library representatives are only required to disclose personal information to law enforcement officers upon presentation of a written court order. They are not required to comply with other written requests.
 - in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programmes (e.g. Interlibrary Loan Agreements, TAL card, ME libraries), collecting fines and retrieving borrowed materials.
 - for the purpose of contacting next of kin or emergency response personnel in the case of an emergency.
5. No patron information will be given over the phone.
6. Staff and volunteers are to keep confidential the reading and viewing habits of individual patrons.
7. Upon request, a library patron will be given access to all information concerning their records that the Library has on file. Access to a user's record is limited to that user except where the user is a minor, or if the user has given written permission for someone else to access their records. Where a parent or guardian's signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.

Approved: January 2006

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Next Review: Dec 2021

Board Chair: