



BOARD OF TRUSTEES POLICY CONFIDENTIALITY OF RECORDS

The American Library Association's Code of Ethics states: *"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."*

Euclid Public Library specifically recognizes that its user records and patron information are confidential. All user records or information of any type- registration, circulation, reading preferences, etc. – are confidential and should not be divulged to others outside the organization. Staff should not, formally or informally, divulge this information to any agency or individual not specifically authorized by the Director for legitimate business purposes, except as is mandated by federal, state, or local law.

Adult Library users may waive their right to confidentiality, and designate who can access their Library record and personal information by completing the Privacy Rights section of the Library card application or the Outreach Home Delivery Service Application. A minor's Library record and personal information are available to the parent, legal guardian, custodian, or other designated person listed in the Privacy Rights section of their Library card application.

Employees should read and become familiar with the tenets of the American Library Association's "Policy Concerning Confidentiality of Personally Identifiable information about Library Users."

Information regarding staff members who are also registered users is also confidential and protected by this policy. Abuse of protected information by staff members, including putting confidential information on social media or social networking websites, is subject to disciplinary action.

Any Library staff member receiving an external request to examine or obtain information relating to circulation or other records identifying the names of Library users, must immediately refer the person making the request to the Fiscal Officer who serves as the public records official, who shall explain the Library's confidentiality policy. Employees should give any legal process, order or subpoena to the Library Director, for the Director to handle.

Adopted by the Board of Trustees 09-18-00. Revised 11-21-2017