

## Confidentiality of Records Policy

The Deborah Rawson Memorial Library respects the right of privacy of all its patrons regarding the use of this Library. Library records are protected by law under Vermont Statute, Title 22, Chapter 4, Sections 171-173.

Information regarding a patron and their use of the library and its materials is considered confidential and will not be disclosed. This includes registration and circulation records, interlibrary loan requests, reserve/hold requests, computer use records, electronic searches, and reference transactions. All records are confidential unless an individual waives their right through written permission. Only the Library director or the Chair of the Trustees are authorized to receive or comply with requests from law enforcement officers; we confer with our legal counsel before determining the proper response. We will not make library records available to any agency of state, federal, or local government unless subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form.

Confidential information may be disclosed

\_(1) with the written permission of the library patron to whom the records pertain;\_

\_(2) to officers, employees, and agents of the library to the extent necessary for library administration purposes;\_

\_(3) in response to an authorized judicial order or warrant directing disclosure;\_

\_(4) to custodial parents or guardians of patrons under age 12; proof of age and custodial rights must be provided if asked for.

Confidential information may be used to compile statistical data on library use.

In addition to adhering to Vermont State Law, the confidentiality policy of the Deborah Rawson Memorial Library follows the American Library Association's Code of Ethics:

“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.”

(Source: Code of Ethics of the American Library Association, 2021)

Date amended and approved 7-18-24