

Tupper Lightfoot Memorial Library

Confidentiality Policy

From the Code of Alabama

<http://alisondb.legislature.state.al.us/alison/CoaSearchContent.aspx>

Section 41-8-9

Section 41-8-9 "Registration records" defined. As used in Section 41-8-10, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons utilizing particular books and any other library materials in any medium or format. (Acts 1983, No. 83-565, p. 866, A§1.)...

<http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/41-8-9.htm>

Section 41-8-10

Registration, etc., records of public libraries to be confidential; right of parents to inspect records.

It is recognized that public library use by an individual should be of confidential nature. Any other provision of general, special or local law, rule or regulation to the contrary notwithstanding, the registration and circulation records and information concerning the use of the public, public school, college and university libraries of this state shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities: (a) the library which manages the records; (b) the state education department for a library under its jurisdiction when it is necessary to assure the proper operation of such library; or (c) the state Public Library Service for a library under its jurisdiction when it is necessary

to assure the proper operations of such library. Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research and planning purposes. Provided however, any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child.

(Acts 1983, No. 83-565, p. 866, §2.)

<http://alisondb.legislature.state.al.us/alison/codeofalabamaL1975/41-8-1O.htm>

CONDITIONS

1. The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, computer use records, and all other personally identifiable uses of library materials, facilities or services.
2. Library staff cannot give any information about a patron's registration and circulation record to anyone other than the patron, with the following exceptions:
 - In the case of overdue materials, parents or guardians of children under seventeen may be given a list of the outstanding materials solely for the purpose of reclaiming those materials;
 - In the case of overdue materials, information may be given to the City for the purpose of reclaiming missing materials.
3. Library staff cannot allow a family member or friend to pick up an item on hold or otherwise access patron information without prior authorization from the card

holder.

4. The library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use.

Specifically, the staff may not supply any information regarding a Library member (e.g., full name, address, place of employment, driver's license number, social security number, phone number, etc.)

The staff may not supply any information regarding the use of Library materials (e.g., who has read a particular book, who has a particular book, a list of material used by any library patron, the type of subject of books used by any library patron).

5. The library staff member, who receives a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately ask the requester for identification, then refer the requestor to the Director. If the Director cannot be reached by phone, text, etc., refer the request to the Assistant Director.
(To prevent any misunderstanding, the staff member should avoid discussing with the requestor what user information may or may not be available or what the library can or cannot do.)
6. Registration and circulation records may be released only through legal process. Upon receipt of a court order or subpoena, the Library Director shall consult with the Library's attorney, the City and the Library Board.
7. Cameras are to be used only for the narrow purpose of enhancing the physical security of the library, its property, staff and patrons and not for recording, reading or viewing the habits of patrons. Signs are posted to make the public aware of security cameras. As a legal matter, libraries may voluntarily disclose surveillance camera images to law enforcement if the images do not reveal any person's use of specific library materials or resources. The decision to disclose surveillance camera images to law enforcement should be made by the library's

director, in consultation with the City, the Library Board and/or the library's legal counsel.

Sources used: ALA; Code of Alabama; Birmingham PL; State Library of Iowa; Dothan PL; Clearwater PL System.

Molly Casey
Chairperson

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