

Brainerd Memorial Library

Privacy of Records Policy

All records in the Brainerd Memorial Library, both formal and informal, relating to patron registration and the subsequent circulation to patrons of materials provided by the library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under written order of the Library Director, such an order having been issued pursuant to a proper legal process, order, or subpoena under the law.

Upon receipt of any process, order or subpoena, the person named and/or served shall immediately report to the Library Director, who should consult with the President of the Board of Trustees to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. Legal counsel may be consulted. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Brainerd Memorial Library which are not provided in the policy statement shall be referred to the Library Director who, after study and consultation with the Library Board of Trustees and/or legal counsel, shall issue a written decision as to whether or not to heed the request for information.

Due to the fact the Brainerd Memorial Library is a member of the Connecticard program, patron registration information may be released to other libraries when materials are overdue to those libraries.

Approved by the Brainerd Memorial Library Board of Trustees on October 25, 1989.