

## LIBRARY PRIVACY POLICY

The Bushnell-Sage Public Library recognizes that in order to fulfill its mission, library patrons must feel comfortable in their use of library resources and not fear invasion of their personal privacy. Therefore, we strive to safeguard the use of our building, resources, programs, and services.

Library staff may not use registration, circulation or information retrieval records for personal use and may not share this or other patron information with other individuals. Additionally, we do not seek or keep a patron's personal confidential information (such as social security number, driver's license information, credit card information, or other data that could compromise a patron's privacy).

Confidentiality extends to information sought or received and includes database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, and services. Children's records will only be shared with the custodial adult on file. Exceptions may be made for spouses or family members who wish to pick up items on hold or pay fines for another person in the family.

**The Library building is considered a limited public forum for reading, research, and expressive activity. Members of the public may not make photographic or audio recordings of patrons or staff without the prior express permission of the library director.**

In addition, staff will further uphold a patron's right to privacy in that a staff member may not divulge that a particular patron is or was in the Library. Should a call be made to the Library seeking such information, staff will advise the caller that the Library cannot divulge such information.

Law enforcement agencies and officers may occasionally seek library records or information that would be helpful to an investigation. The mechanism for seeking release of such confidential records is a court order issued following a showing of good cause based on specific facts. The library director will make such records or information available only in response to properly executed orders and after consulting with the Town's legal counsel.