

ENGLEWOOD PUBLIC LIBRARY

POLICIES

CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The Englewood Public Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance, record on unpaid fines, reservation of materials) the library will not maintain a record of transactions.

In compliance with N.J.S.A. 18A: 73-43.2¹, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator, or when disclosure is requested by the legally registered borrower.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

¹N.J.S.A. 18A: 73-43.2. Confidentiality of library users' records

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

Approved December 11, 2017