

Confidentiality of Library Information

The Brookhaven Free Library supports every patron's right to have their library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library-sponsored programs, a record of library visits, and/or any data that contains information that links a specific patron to specific materials or services used. Each patron has individual control over the 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 the transaction (circulation, maintenance of records on unpaid fees, reservation of materials), the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

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 Director.

Internal affairs of the organization represent confidential information that each employee has a legal obligation to protect.

Employees authorized to have access to confidential information must treat the information as proprietary Library property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to disciplinary action, up to and including termination and may be subject to legal action.

The Director is responsible for coordinating security and control of confidential Library information and for approving any exceptions to this policy.

All media inquiries and other inquiries of a general nature should be referred to the Director, and all press releases, publications, or other official declarations must be approved in advance by the Director. Inquiries seeking information concerning current or former employees should be referred to the Director.

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

Adopted: 5/14/09

Revised: 6/10/10

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