

## CONFIDENTIALITY OF LIBRARY RECORDS

The Seekonk Public Library strives to protect the privacy of library users to the fullest extent of the law. In accordance with General Laws of Massachusetts Chapter 78, Section 7, this states in part

*“ . . . that part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record.”*

Circulation records and other records identifying the names of library users are confidential and should not be given to the public.

Such records should not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order, or subpoena, the director will notify the Board of Library Trustees and consult with town counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, such defects should be corrected.

Library staff should refer all formal requests for circulation or registration records to the Director.

The Library Director may authorize the extraction of names and contact information including names, addresses, email addresses and telephone numbers from library user records and files so that the Library may conduct surveys or notify users of upcoming events. The Library Director may also authorize the extraction of names and contact information including names, addresses, email addresses and telephone numbers from the records and files of adult users eighteen years of age or older for use by Seekonk Library Trust and the Friends of the Seekonk Public Library for the sole purposes of notify users of upcoming events sponsored by these two organizations and to invite users to participate in or monetarily support the activities of these organizations. The library shall in each such case take steps to prevent users' information from being misused or misappropriated. The library shall enable users to inform it of their desire not to receive such notification and take steps needed to honor those wishes.

Approved: 7/19/2006. Reviewed : 7/15/2009, Amended: 6/20/2011