

Confidentiality of Library Records Policy

Greenwich Free Library will acknowledge and maintain the rights of a Library user's confidentiality by maintaining the following standards as set forth by the Council of the American Library Association (2019):

1. Recognizing circulation records and other records identifying the names of Library users to be confidential.
2. Educating and advising all librarians, Library employees and volunteers that such records shall 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.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.
4. The Library will follow purpose-limitation, storage-limitation, and data-minimization principles when making decisions about collecting and retaining Library-use data. Greenwich Free Library will only collect and store personally identifiable data required for specific purposes that are disclosed to the users.
5. The National Information Standards Organization (NISO) Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems recognizes that the effective management and delivery of Library services may require the Library user to opt into the provision of personal data in order to access a Library resource or receive Library services. Users' personal data should only be used for purposes disclosed to them and to which they consent.

Approved February 2021

<http://www.ala.org/advocacy/intfreedom/Librarybill/interpretations/privacy>
<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality>