Blake Memorial Library Confidentiality of Library Records

Approved by the Board: February 28, 2023

Amended by the Board: September 24, 2024

The purpose of the Confidentiality of Library Records policy is to clarify the position that the library takes regarding accessibility to library records by individuals or institutions other than library personnel.

1. Blake Memorial Library protects the confidentiality of patron's use of library materials and services as required by Vermont statute *Relating to the Confidentiality of Library Patron Records (22 V.S.A. §§ 171-173)* provides that a library's patron registration records and patron transaction records shall remain confidential unless authorized by other provisions of law.

The act states:

(a) A library's patron registration records and patron transaction records shall remain confidential.

(b) Unless authorized by other provisions of law, the library's officers, employees, and volunteers shall not disclose the records except:

(1) with the written permission of the library patron to whom the records pertain;

(2) to officers, employees, volunteers, and agents of the library to the extent necessary for library administration purposes;

(3) in response to an authorized judicial order or warrant directing disclosure;

(4) to custodial parents or guardians of patrons under age 12; or

(5) to the custodial parents or guardians of a student, in accordance with the federal Family Education Rights and Privacy Act, by the library at the school the student attends.

(c) Statistical records pertaining to the patronage, circulation activities, and use of any service or consultation the library provides, provided that they do not contain the names of patrons or any other personally identifying information, shall be exempt from the provisions of this chapter.

2. All library employees will be advised 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 maybe 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. Should such cases arise, the Library Director will consult with legal counsel, who will provide advice on the correct procedure to follow. All cases involving confidentiality shall be reported the Board of Trustees, unless prohibited by existing federal legislation.

3. To further maintain patron privacy and confidentiality, the library regularly purges and/or shreds information concerning library resource use, material circulation history and patron sign-up logs once they are no longer needed for library administrative purposes.

4. Blake Memorial Library realizes, that under certain circumstances, patrons may wish to waive some rights to privacy and confidentiality by allowing a spouse, family member, parent or other individual to receive information about his/her library account (e.g. holds or ILL notification via telephone). If a patron decides to waive these rights, a notation will be made on their patron account in the library system.

Blake Memorial Library
676 Village Road, Corinth, VT 05040
Phone: 802-439-5338 Email: blakemem@tops-tele.com

Contract and Confidentiality Agreement

I,_____, agree to perform my volunteer work at Blake Memorial Library according to the policies and principles of the library and to refer all policy questions to the library director. I understand that all registration and circulation records are confidential. I understand that any violation of these policies is grounds for dismissal from my volunteer position.

Signature: _____

Date: _____

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Confidentiality Waiver Form

I,_____, allow Blake Memorial Library to waive my right to confidentiality as laid out in Vermont statute *Relating to the Confidentiality of Library Patron Records (22 V.S.A. §§ 171-173)* in the following circumstances:

☐ Material Titles can be included when voicemail messages are left for me at the number provided in my patron registration.

☐ Holds and Interlibrary Loans can be picked up by the following individuals:

_____ _____

_____ _____

Signature: _____

Date: _____