

# **M.N. Spear Memorial Library Policy on Confidentiality: Privacy, Subpoenas, & Search Warrants**

- The Trustees of the M.N. Spear Memorial Library and the director support the Library Bill of Rights. The Trustees of the M.N. Spear Memorial Library and the director believe that the USA Patriot Act infringes on library patrons' rights.
- The Trustees of the M.N. Spear Memorial Library and the staff strive to protect the privacy of library patrons to the fullest extent of the law.
- No confidential information on library patrons will be discussed publicly.
- No confidential information on library patrons will be revealed to the authorities without presentation of a subpoena or search warrant. All warrants/subpoenas will be reviewed by the town attorney before fulfillment.
- All law enforcement questions must be referred to the director. No staff member, including the director, will speak to law enforcement representatives in the absence of a second staff member or trustee.
- Confidential information includes, but is not limited to, library usage, frequency of visits, circulation logs, reference inquiries, and fine records, as well as all library information systems and software.
- The library will retain only as much information as required to provide services.
- The library keeps no permanent record of internet sites visited, electronic databases used, or searches performed by patrons.
- Any information furnished will be in documented form.
- Patrons should be aware that some search warrants or subpoenas issued under the USA Patriot Act come with a "gag order" attached, preventing staff from telling the patron or the public that information has been provided.

Adopted by the Library Board of Trustees on July1, 2008.