

# **Patron Confidentiality Statement**

## **Bonner Springs City Library**

(last updated July 14, 2016)

In recognizing the library's position of special trust with members of the public, the Library Board of the Bonner Springs City Library wishes to clarify their policy and responsibility with regard to confidential information about patron and patron use of library resources that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library is essentially a private endeavor on the part of each individual patron, the library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. Parents and guardians of children age 17 and under, having signed an agreement to be responsible for materials and fines on the account of their child, may have access to a list of current checkouts and fines, but the Library encourages them to obtain this information through the online catalog.

For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA library Bill of Rights and Freedom to Read.

Therefore, the Bonner Springs City Library Board has adopted the following guidelines concerning the disclosure of information about library patrons.

### **No information shall be disclosed regarding or including:**

- 1. A patron's name (or whether an individual is a registered borrower or has been a patron)**
- 2. A patron's address**
- 3. A patron's phone number**
- 4. Any information regarding a patron's current or past borrowing history**
- 5. The library's circulation records and their contents**
- 6. The library's borrower's records and their contents**
- 7. The number or character of questions asked by patrons**
- 8. The frequency or content of patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena.**

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Directors recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library's role in the community and the community's right to know.

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_