

# **Mansfield Library**

## **Confidentiality of Circulation Records**

Connecticut General Statutes:

Sec. 11-25. Reports by libraries. Confidentiality of records. (a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.

(b) (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.

## **Mansfield Library Policy on Confidentiality of Records:**

Mansfield Library endorses ALA's "Confidentiality of Library Records" policy.

All records, formal and informal, in the Mansfield Library relating to patron registration and the subsequent circulation by patrons of materials provided by the library are confidential. Mansfield Library records on individual users are for the sole purpose of protecting public property and are not to be used to identify types of materials used by or personal information about individuals. Under no circumstances shall library staff or library volunteers provide information of any kind about an individual library user.

No library records shall be made available to the public, press, or governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law. The Library Director shall resist such process, order or subpoena until there is a proper show of good cause. Any costs incurred by the library in any search of records shall be charged to the agency demanding such a search.