

DEEP RIVER PUBLIC LIBRARY
Confidentiality of Library Circulation Records

Overview

The Deep River Public Library, as all public libraries in Connecticut, must comply with the confidentiality requirements in state statutes. The Library is committed to protecting personal identifying information (PII) and the privacy of all who use its services and resources.

The Library will take all reasonable steps to prevent the unauthorized release of the PII it retains. However, the Library cannot ensure the integrity of the Library's computers and computer network, both wired and wireless. Those who use Library's computers should take all appropriate precautions when accessing any shared computer or public network.

The Library does not retain PII not required for its operation. Outdated and unneeded PII is purged from the Library's systems on a regular basis consistent with legally required retention schedules when such schedules exist.

According to the American Library Association: "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information. The right to privacy – the right to read, consider, and develop ideas and beliefs free from observation or unwanted surveillance by the government or others – is the bedrock foundation for intellectual freedom."

Per Connecticut General Statute, Chapter 190: CT Gen Stat § 11-25 (2012)

(b) ... 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.

All of the circulation records at the Deep River Public Library that list who borrowed any book or other item are confidential and may not be revealed. Police or other authorities must obtain appropriate legal documents before they will be allowed to see circulation records. Matters this grave should always be referred to the Library Director. The Library will give out circulation information only to the person who borrowed the material or the parents or legal guardians of minor children who borrowed materials. In accordance with a memo from the State Attorney General's office dated September 16, 1993, parents or legal guardians may have access to circulation records of minor children.

In 2007, Public Act 07-227 expanded the confidentiality of library records to include any library record regardless of format that can be used to identify a library user or link a user to a library transaction.

Procedure for Information Inquiries

1. The Library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of Library users, will immediately refer the person making the request to the Librarian in charge who will explain the confidentiality policy.
2. The Library Director, upon receipt of legal process, order or subpoenas, shall consult the Town Attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If legal process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal records shall ordinarily be in the form of subpoenas *Duces Tecum* (bring your own records) requiring the responsible office to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation, or other specified records.)
4. Any threats or unauthorized demands (i.e. those not supported by a process, order or subpoena) concerning circulation and other records identifying the names of Library users shall be reported to the Librarian in charge, Town Attorney, or police.
5. Any problems relating to the privacy of circulation and other records identifying the names of Library users, which are not provided for above, shall be referred to the Librarian in charge.

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