

**EASTON PUBLIC LIBRARY**  
**POLICY ON PRIVACY AND CONFIDENTIALITY OF LIBRARY RECORDS**  
**AND LAW ENFORCEMENT INQUIRIES**

It is the policy of the Easton Public Library to:

- 1.) preserve the privacy of its circulation records and
- 2.) treat all of the Library's personally identifiable information with confidentiality.

This privacy and confidentiality standard is basic to the trust users place in the Library and its staff and to librarianship. The *American Library Association's Code of Ethics* states: "We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." Moreover, Section 11-25(b) of the *Connecticut General Statutes* protects the confidentiality of personally identifiable information contained in the circulation records of all public libraries.

Therefore, the Easton Public Library shall endeavor to create and maintain only necessary records. The Library shall delete personally identifiable information when such information is no longer necessary for the efficient operation of the Library. The Library Director shall have sole discretion with respect to determining the appropriate retention of such records.

Any request for information by the media shall be handled in accordance with the Easton Public Library's Media Policy.

Any Library records containing personally identifiable information are confidential and shall not be made available to any agency of state, federal, or local government without the individual's authorization, except pursuant to such proper process, order, or subpoena, as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

The Library Director, and/or any person duly appointed in writing by the Library Director, shall be responsible for handling all law enforcement or similar requests to obtain the Library's confidential information. The Library Director shall immediately consult with appropriate legal counsel to determine if such request is in proper form and to formulate an appropriate response. Library staff shall immediately refer all law enforcement inquiries to the Library Director, or in their absence, to the duly appointed person, and shall not release any Library confidential information until authorized in writing by the Library Director or said appointee.

If the agent or officer does not have a subpoena or court order compelling the production of records, the Library Director shall explain the Library's privacy and confidentiality policy and the state's confidentiality law and inform the agent or officer that the Library's confidential information is not available without the production of a valid subpoena or court order. If the agent or officer produces a subpoena or court order, the Library Director shall immediately refer it to legal counsel for review. Based upon advice of legal counsel, the Library Director or their duly appointed designee shall determine whether to release the requested confidential information.

Adopted by the Library Board of Trustees, March 1, 2004.