

# Portland Library

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## Confidentiality of Records Policy

Pursuant to Connecticut State Statute Section 11-25 (b), personally identifiable information contained in the circulation records of the Portland Library shall be confidential.

Names, addresses, telephone numbers of patrons and information on materials borrowed or money owed by patrons are confidential. Library staff shall not provide information of a personal nature about any patron except to the patron himself or to the parent/guardian of a borrower who is a minor.

*Connecticut State Statute, Title 11, Section 11-25 (b).*

Reports by libraries, Confidentiality of records.

Notwithstanding the provisions of section 1-19, personally identifiable information contained in the circulation records of all public libraries shall be confidential.

Records of Internet use by library patrons are confidential and shall be treated according to the same standard as other library records.

### **Regarding demands by law enforcement or other governmental agent:**

Prior to producing or disclosing confidential information or information of a personal nature contained in the library's records to anyone other than the library patron or his or her legal guardian, the Library Director shall demand to see legal process compelling the Library to do so. Where feasible, the Library Director shall consult with legal counsel to examine such legal process and advise the Library on its options before disclosing any such information.

Nothing in this policy shall prevent the Library from reporting criminal acts committed by library patrons while using the internet or other library resources

Approved by the Library Board

May 5, 1994

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