

Parker Memorial Library
CONFIDENTIALITY POLICY

That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such a library shall not be a public record...

General Laws of Massachusetts, Chapter 78, Section 7

The M.G. Parker Memorial Library is a member of the Merrimack Valley Library Consortium. This policy is based on MVLC's Privacy Policy, set forth and adopted by all member libraries.

The M.G. Parker Memorial Library is committed to user confidentiality. The confidentiality of library records is a core part of library ethics and the M.G. Parker Memorial Library follows the Code of Ethics of the American Library Association.

The intellectual pursuits of individuals using library or Internet resources are considered confidential information regardless of the age of the borrower.

Confidentiality extends to information sought or reviewed, and materials consulted, borrowed, and include databases search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Circulation, registration, and information retrieval records may not be disclosed except to:

1. Persons acting within the scope of their duties in the administration of the library system.
2. Person authorized by the cardholder to inspect the individual's records and act as designated borrowers by the cardholder.
3. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of such a process, order, or subpoena, the Director will notify the Board of Trustees and consult with the Town Counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, such defects must be corrected. Library staff should refer all formal requests for circulation or registration orders to the Library Director.
4. The Library occasionally conducts promotional campaigns to inform the community of our services. The Library at those times use patron email or postal addresses for the library's internal mailing lists. The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

| Approved by the Board of Library Trustees on April 13, 2011.
Amended by the Board of Library Trustees on December 9, 2015