

## **Patron Records Privacy**

### **Confidentiality of files**

- A. Library patron records are privileged and confidential information. Disclosure of these records containing names, addresses, license numbers, and telephone numbers would constitute an invasion of privacy, pursuant to the Freedom of Information Act MLC 15.243 (1)(a). Therefore, under this policy, persons requesting such information will be denied access to library records. This does not include representatives of the law who provide legal warrants for the disclosure of such information.
- B. Non-identifying statistical data may be released.
- C. We do not give out information from the City Directory over the phone. It is our policy not to give out published or unpublished information on private individuals.

### **Confidentiality of patron registration records**

- A. It is the policy of the Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the Library shall be released or disclosed only as provided for herein.
- B. All Patron registration information shall be treated by the staff of the Library as confidential, including name, address, telephone number, and any other information provided on the patron's registration form.

Records protected by the Michigan Library Privacy Act: The Michigan Library Privacy Act provides that Library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 397.603). A 'library record' is defined in the statute as 'a document, record, or other method of sorting information retained by a library that identifies a person as having requested or obtained specific materials from a library'. 'Library record' does not include non-identifying material such as circulation statistics

### **Confidentiality of the record of minors**

- A. Library cards are available to children under 16 if a parent or guardian signs for them, agreeing to take financial responsibility for any items lost or damaged. This means that MI law allows us to divulge the circulation records (that is items checked out, when they were checked out, and the fines owed for them) to that parent or guardian.

B. However, a child (that is someone under 18) is allowed an adult card, if they are 16 and have a drivers' license. They do not require the signature of a parent to receive this card and their records are kept confidential from any party but those they agree can have access to them, except in the case of officers of the law who provide the appropriate legal documentation.