

**The Brookfield Library**  
**Policy 203: Confidentiality Of Library Records**

The Brookfield Library specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature, pursuant to Section 11-25(b) on the State of Connecticut Statutes, "Notwithstanding the provisions of Section 1-19, personally identifiable information contained in circulation records of all public libraries shall be confidential". This includes titles and number of items checked out, held on reserve, borrowed through interlibrary loan, or overdue on any patron's record.

Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of federal, state, or local law which relates to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal 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, they will insist that such defects be cured.

Any employee of The Brookfield Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records, shall promptly notify the Library Director, who will in turn notify the chairperson of the Library Board of Trustees. The Library Director and the Board's representative shall consult with the Library's or Town's attorney, and respond in an appropriate manner to each request or order, in accordance with this policy.

Except as stated above regarding personally identifiable information, all records maintained or kept on file by the Library are considered public records, and every person shall have the right to inspect such records promptly during regular business or office hours, or to receive a copy of such records.

*Adopted by the Library Board of Trustees, August 8, 1979; revised 9/24/03*