

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 CGS 11-25 especially subsection (b)(1):

Notwithstanding section 1-210 [Freedom of Information], records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees or agents of the library, as necessary for the operation of the library.

We are also guided by the recommendations of the American Library Association and the Connecticut Library Association.

Library patron identification 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 laws which relate to civil, criminal or administrative discovery procedures or legislative investigatory power.

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 which would identify individual patron information or patron use shall promptly notify the Library Director or designee. The director or designee shall promptly inform the chair of the Library Board of Trustees.

Examples of activities and use that we would keep confidential, unless ordered otherwise by subpoena to provide, include the following:

- a. Individual patron registration records that are prerequisite to borrowing library material,
- b. Circulation records of a specific individual, including but not limited to, titles and number of items checked out, held on reserve, overdue, or borrowed from another library through interlibrary loan,
- c. Computer traceable or stored information or records of what a library patron viewed on the Internet while using a public library computer terminal.
- d. Any other identification records of individual patron use of all library services, equipment, resources, including use of library wi-fi on non-library computers

No provisions of this Policy shall prevent the library from publishing or making available to various government and professional agencies or any individuals, the public statistical reports regarding general library use.

The library's automated system, including its circulation records, is connected to an offsite vendor system. Eradication of all patron information at these offsite locations cannot be guaranteed. In addition, national security systems or computer hackers may possibly monitor computer searches, and this is beyond our control.

Adopted by the Library Board of Trustees, August 8, 1979.
Revised September 24, 2003. November 15, 2023