

## **CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

**The policy of the Southbury Public Library is to protect the privacy of patron circulation records in accordance with the applicable State law.**

**Section 11-25 (b) of the Connecticut General Statutes reads as follows: Notwithstanding Section 1-210, 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 and agents of the library, as necessary for operation of the library. Further, this information, if disclosed pursuant to section (b) (1), shall not be released to any third party unless it is pursuant to a court order or with the written permission of the library patron.**

**Any staff member of the Southbury Public Library who receives a request or who is served with a subpoena, court order, or other legal process, from a law enforcement agent or officer, to release or disclose any library records, shall promptly notify the Head Librarian.**

**The Head Librarian shall review all requests and orders, notify the First Selectman and the Library Board of Directors and Town attorney for determination if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance.**

**The Head Librarian shall deny, in writing, all patron requests for disclosure of library records unless the request falls under a statute exception**

**Adopted by Southbury Public Library Board of Directors May 4, 2000.**

**Reviewed by Town Attorney Lawrence Hager June 6, 2000.**

**Revised and approved by Library Board of Directors September 8, 2021**