

Charlton Public Library Confidentiality Policy

Pursuant to MA General Laws Chapter 78, Section 7, as may be amended or re-codified from time to time, it is the policy of the Charlton Public Library to protect the privacy of Library users. This protection of privacy covers personally identifiable information regarding users of Library materials, facilities, or services, and includes information sought or received, materials consulted, borrowed, or acquired, database and Internet search records, reference interviews, circulation records, and interlibrary loan records.

Any records containing such personally identifiable information are confidential and shall not be made available by staff members or volunteers 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, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures of legislative power. Disclosure of personally identifiable information regarding users of the Library is permitted when necessary to prevent loss or to recover lost, stolen, or overdue Library materials.

All requests for records containing personally identifiable information will be referred immediately to the Library Director for appropriate action. The Library Director will consult with the Town of Charlton Legal Counsel who will determine if such process, order, or subpoena is in proper form. The Library Director may request the presence of Town Counsel on the Library premises prior to the release of any information.

The Charlton Public Library may inform the person whose confidential information has been requested or obtained, unless doing so would violate any statute, court order, warrant, or subpoena.

Approved by the Board of Library Trustees on October 2, 2003

Reviewed and accepted by the Board of Library Trustees on March 21, 2023