

Farmington Community Library User Privacy & Confidentiality Policy Summary

The Farmington Community Library is committed to protecting the privacy of our users, donors, and other contacts, no matter their age.

Libraries serve as forums for the pursuit and exchange of knowledge, information, and ideas. We are an impartial resource providing information on all points of view to all persons. As such, it is essential that libraries provide the privacy that will free individuals from fear of scrutiny, intrusive behavior or intimidation.

The confidentiality of library records is a basic principle of librarianship. This principle is reflected in Article III of the American Library Association's *Code of Ethics* which states "We [librarians] protect each user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed, acquired, or transmitted." Additionally, Michigan has a state law (the *Michigan Library Privacy Act 455 of 1982*), that protects the confidentiality of all library records.

Confidential information includes personal information such as your name, street address and telephone number, email address, database search records, reference interviews, circulation records, print and electronic correspondence with the library, interlibrary loan records, activities while using library computers, and other personally identifiable uses of library materials, facilities, or services.

We also recognize that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. Pursuant to the Michigan Library Privacy Act confidential records may be released only by the Library Director upon the issuance of a court order in proper form, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

Submitted to the Library Board of Trustees October 11, 2007