

# **Charlotte Hobbs Memorial Library (CHML)**

## **Patron Confidentiality Policy**

### **PURPOSE**

The Charlotte Hobbs Memorial Library (CHML) seeks to preserve privacy for circulation, borrower registration, and usage records of its patrons.

### **DEFINITIONS**

**Patron** – any CHML visitor

### **POLICY**

The CHML abides by Maine Statute Title 27, Chapter 4A section 121 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered library patrons is confidential material. The CHML does not make available the records of patron transactions to any party except in compliance with the law, nor make available lists of registered patrons except in compliance with the law.

Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), records will be expunged when the information is no longer needed or upon expiration of any records retention requirements.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. Any employee or volunteer who discloses information in violation of this policy commits an offense and is subject to disciplinary action and may be subject to criminal prosecution.

**Adoption:** This policy was adopted by the CHML Board of trustees at its monthly meeting on Nov. 17, 2016.