

NORWICH PUBLIC LIBRARY CONFIDENTIALITY POLICY

The purpose of the Confidentiality of Library Records policy is to clarify the library's position regarding accessibility to library records by individuals or institutions other than library personnel.

1. The Norwich Public Library Board of Trustees and staff respects the right of privacy of all its patrons regarding the use of the library. Library records are protected under Vermont Statute, Title 22, Chapter 4, § 171-173. This policy is upheld in the ALA Policy Manual, Code of Ethics, point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." Confidentiality of patron records is also protected in 1 V.S.A, chapter 5, § 317 (c), paragraph 19 and 22 V.S.A. chapter 4 §171.
2. All library employees will be advised that such 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, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Should such cases arise, the Library Director will consult with legal counsel, who will provide advice on the correct procedure to follow.
3. Certain records may be shared at the library's initiative in matters relating to the safety and security of library facilities, collections, personnel, and patrons, under exemptions as defined in 22 V.S.A chapter 4 § 172.
4. All cases involving confidentiality shall be reported to the Board of Trustees, unless prohibited by existing federal legislation.

Adopted by the NPL Board of Trustees – 6/10/24