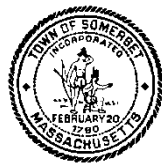


# Somerset Public Library

## Confidentiality of Patron Records



April 17, 2007

**Revision - B**  
**January 15, 2013**

*The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.*

## Confidentiality of Patron Records

In accordance with Massachusetts General Laws, Chapter 4, Section 7, Paragraph 26 and Chapter 78, Section 7, circulation and registration records identifying the names of library users, addresses and telephone numbers and the materials borrowed are not part of the public record. The intellectual pursuits of individuals, using library materials, are considered confidential regardless of the age of the borrower.

This prohibition applies to the release of information to the parents or guardians of minors who have their own cards.

Such records shall not be made available to any individual or agency except pursuant to such process, order, or subpoena as may be authorized of, and pursuant to, federal, state or local law related to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order or subpoena, the Director will notify the Chairman of the Board of Trustees and consult with Town Counsel to determine if such process, order, or subpoena is in proper form and if good cause has been shown, or its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, the library will insist that such defects must be corrected.

Library staff should refer all requests for circulation or registration records to the Director, or in her absence to the Chairman of the Board of Trustees.

TRUSTEE APPROVAL DATE	CURRENT REVISION	DESCRIPTION OF CHANGE
04/17/2007	-	Original release.
10/16/2012	B	First review by Trustees
10/19/2012		Reviewed by Town Counsel
12/20/2012		Approved by Town Counsel
1/15/2013		Revision approved by Trustees

