

Town of Beaverlodge Library Board Policies

Policy Name	Confidentiality of User Records		
Policy Number	01		
Legislative Authority	Libraries Regulation AR 141/1998 s.7(1)(a) Freedom of Information and Protection of Privacy Act s. 38-40		

Purpose To ensure the staff, volunteers and Library Trustees of the Beaverlodge Public Library maintain the confidentiality and privacy of the personal information of Library members and the public, resulting from their patronage of the Library.

Definitions Library means Beaverlodge Public Library.

Library Board means Town of Beaverlodge Library Board.

Library Board Member or Library Trustee means a person appointed to the Town of Beaverlodge Library Board

Policy 1. All Library member records will be kept confidential but may be shared with resource sharing libraries for the purposes of collecting fines and retrieving borrowed materials.

1.1 When Library members are registered, they will sign a card acknowledging that their contact information will be available to other libraries for these purposes.

2. Library Trustees, staff and volunteers will hold all personal information about staff and members (including members of any other libraries) in confidence.

3. No records are kept of the frequency or content of visits to the Library by specific persons.

4. Staff and volunteers are not to discuss the usage of library resources of individual members.

5. No personal information will be provided to anyone for any reason except when a written court order is provided or where required by law (in written format).

Original Effective Date:	2014		
Reviewed and Revised Effective Date:	January 17, 2018	Chairperson's Signature	Chairperson's Name
Review Due Date:	January 2020		