

Wolcott Public Library

CONFIDENTIALITY OF LIBRARY RECORDS

(Adopted January 20, 1971, by the ALA Council)

The Council of the American Library Association strongly recommends that the responsible officers of each library in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users and specific materials, to be confidential in nature.
2. Advise all librarians and library employees 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 procedure or legislative investigatory power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. *

* Note: Point 3, above, means that upon receipt of such process order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Reviewed by the Board of Trustees – March 16, 2011,