

Culbertson Public Library Confidentiality and General Library Policies

1) CONFIDENTIALITY:

- a) In a library, patron privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- b) Confidentiality exists when a library is in possession of personally identifiable information.
- c) Privacy is essential to the exercise of free speech, free thought, and free association. The courts have upheld the right to privacy based on the Bill of Rights of the U. S. Constitution.
- d) The Culbertson Public Library protects each library patron's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- e) The Culbertson Public Library maintains user information as part of its circulation system. It does contain personal information such as patron's name, address, phone, and library card numbers. The Library contains no records of books or other materials borrowed and returned. The Library contains limited information about computer sign up, and data on computers is purged at the time of logout of each user.
- f) The Culbertson Public Library and its staff do not disclose any patron information except as required by law or patron permission. This includes disclosure or distribution of information upon request by parent or guardian for a child's records.
- g) Patron information may be compiled for required statistical reporting to federal, state, local and private funding bodies.

2) GENERAL POLICY

- a) Within the library, the use of every collection is free to all. Service will not be denied or abridged because of gender or age, because of religious, racial, social, economic, or political status, because of mental, emotional, or physical condition, or because of sexual orientation. Responsibility for the reading of minors rests with their parents or legal guardians.
- b) Staff will provide information as best they can (research time is 30 minutes or less) to specific questions for Village of Culbertson patrons who appear in person,