

## **Lynnfield Public Library**

### **Patron Confidentiality and Privacy Policy**

With respect to library users' privacy and confidentiality, the Lynnfield Public Library operates in accordance with the Code of Ethics of the American Library Association and the Massachusetts General Laws Chapter 78, Section 7, which states: "That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record." Therefore, circulation and registration records, information sought or received, reference interviews, interlibrary loan transactions, and any other uses of library resources that might identify the intellectual pursuits of named individuals are and shall be treated as confidential.

The law does not distinguish between adults and minors in this respect. In some situations, it may be necessary for a parent or guardian to be provided with limited information concerning a minor's library card use when items have been lost or damaged and the parent or guardian is financially responsible.

Having another individual's library card implies permission from the card owner to access their account. Each patron holds the responsibility for monitoring who has access to their library card. Patrons can designate users, who may pick up holds and check out material on the borrower's behalf, by notifying library staff members.

*Approved by the Board of Trustees July 20, 2017*