

CONFIDENTIALITY POLICY

1. The Board of Trustees recognizes library circulation records and all other records identifying the names of library users to be confidential in nature. The Library shall be in compliance with N. H. RSA 91--A:5 IV (exemptions to Public Open Records and Meetings Act) and N. H. 201--D:11 Library User Records; Confidentiality. (See attached)
2. No member of the Board of Trustees, the Director and/or Library employee shall make available any Library user records to any agency of federal, state 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 procedures or legislative power.
3. Records will be surrendered upon receipt of such process, order, or subpoena in proper form, after review of attorney, 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, Trustees and/or staff will insist that such defects be cured prior to surrendering such records.
4. Notices for overdue books will be sent in sealed envelopes to the library user directly involved. ILL requests and/or reserves, and other telephone notices shall be either given to the library user directly involved or the materials left undisclosed.
5. Any parent of a child fourth grade and under will be notified, before signing permission on the child's registration card, of the extent to which confidentiality is extended to the child's patron record. Such a signature is considered acknowledgement of receipt of such notification.

Approved by the Board of Trustees

May 21, 2002