



## Taber Public Library Policy Manual

### Board Policy: Confidentiality

#### PURPOSE:

To establish guidelines for maintaining the confidentiality of all library business, patrons, their records and their transactions within the Taber Public Library and the Chinooks Arch Regional Library System.

#### POLICY:

All employees and trustees must keep in confidence all matters of a personal or confidential nature pertaining to library business and library patrons. All patrons' records will be kept confidential but may be shared with resource sharing libraries for the purpose of retrieving borrowed materials and/or library debts. Electronic patron records are to be stored in a single database for all system libraries. Hard copies of the patron records are for in-house use only.

In accordance with FOIP regulations, Taber Public Library:

- \* will maintain a database (electronically and/or paper) with information about patrons
- \* will maintain a database (electronically and/or paper) with information about board members
- \* will maintain a database (electronically and/or paper) with information about library staff

#### GUIDELINES:

1. All patrons will be informed that their records are shared automatically with member libraries and may be shared with resource sharing libraries if necessary to retrieve materials or library debts. Any other access to such records will only be granted by the FOIP Head through a legal subpoena and only after legal opinion of the subpoena has been received from library's lawyer.
2. Taber Library employees (volunteers included) and trustees shall hold all information in confidence.
3. Member libraries will be required to enforce the policy on confidentiality of patron records at the local level.

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