



# Confidentiality

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## **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:**

The Taber Public Library and Chinook Arch member libraries are subject to the Freedom of Information and Protection of Privacy Act [FOIP]. Patron records for all System member libraries are stored in a single database. Patron records are owned by the library to which the patron belongs. All patron records will be kept confidential but may be shared with resource sharing libraries for the purpose of retrieving borrowed materials only. Limited patron information (such as barcode, name and email address) may be shared with third parties, for the provision of library services. Patrons will be informed that their records are shared automatically with member libraries and may be shared with resource sharing libraries and third parties as necessary to retrieve materials or library debts, or to provide access to certain library services. Any other access to such records will only be granted through legal subpoenas.

## **GUIDELINES:**

1. System employees and volunteers will hold all information in confidence.
2. Member libraries will be required to enforce the policy on confidentiality of patron records at the local level.
3. In accordance with the FOIP requirements, Chinook Arch will maintain a directory of Personal Information Banks detailing the personal information held in the shared patron database

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