

## **Policy: 701.0**

Subject: Privacy Policy

Reviewed: 11/19/2019

Revised: 11/19/2019

Approved: 12/9/2019

Library Patron and Employee Records are Confidential:

It is the policy of the AHPL to preserve the privacy of circulation records of its patrons/employees to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for herein.

The Michigan Library Privacy Act, 455 of 1982, MCL 397.602 Sec. 2 (i), defines a “library record” as a “document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including a patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.” Library records might include but are not limited to: circulation records, written reference requests from patrons and others, virtual reference requests (electronic and live), and computer usage metadata.

Library staff shall not release library records to any person other than the patron named in the record (i.e. the library cardholder) or, unless the patron is under eighteen or otherwise legally incompetent, to the person liable for payment for the return of the materials identified in that library record. The Michigan Library Privacy Act prohibits disclosure to any other party.

The library takes seriously its obligation to protect the privacy of every patron, as required by law. Any information gathered about a patron online, will not be disclosed to third parties, sold to advertisers, etc.

Inquiries by Law Enforcement Agencies are subject to Policy 702

