

Confidentiality of Records Policy

1. The name and telephone number of a library user shall be strictly confidential.
2. Circulation records and other records identifying the names of library users and the library materials they use are confidential in nature under G.L. c. 78, §7.
3. Such records are unavailable to agencies or individuals.
4. Those who make inquiries for such information, including police, FBI, CIA, or similar law enforcement agency or personnel should be informed of this protection and that:
 - 4.1. The inquiry for such information will be directed to the Town Counsel.
 - 4.2. The Library staff is not empowered to make such information available until such time as it has received an opinion from the Town Counsel.
5. The Merrimack Valley Library Consortium, of which Reuben Hoar Library is a member, has a confidentiality policy to which the Library subscribes.

Policy Updated

8-Sep-2018