

**CHATHAM PUBLIC LIBRARY**

**Patron Confidentiality**

The Chatham Public Library and the Canaan Branch Library have adopted and support the American Library Association Bill of Rights, the Freedom to Read and the Freedom to View statements (available at the Chatham Public Library).

As the staff cannot know the opinions of parents and/or guardians of minors regarding specific materials chosen by minors, it is the responsibility of parents/guardians to monitor their, and only their, children's selections.

Circulation records are confidential. No personally identifiable records will be kept for materials borrowed, once returned, or for use of services within the library at the end of the workday, except in the following situations:

1. Receipts with the patron's name will be kept for lost books that have been paid for, for one full year, in case they are returned to us and the patron requests a refund.
2. The titles of materials "claimed returned" or "claims never borrowed" and the patron's name, will be kept on file until the materials are found or paid for.

Library employees and volunteers are advised that all circulation and other records shall not be made available to any individual or 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 laws relating to civil, criminal or administrative discovery procedures or legislative investigative power.

Cross Ref: Circulation Policy LIB-1507

Adopted: August 9, 2011