

# Confidentiality Policy

The Thayer Memorial Library recognizes that in order to fulfill its mission, library users must not feel constrained in their use of library resources because they fear invasion of personal privacy. The existence of such a possibility inhibits free usage of library resources and facilities and is contrary to the General Laws of Massachusetts.

*That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record...*

- *General Laws of Massachusetts Chapter 78, Section 7*

Confidentiality extends to information sought or received, and materials consulted, borrowed, and include database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Circulation, registration, and information retrieval records may not be disclosed except to:

1. Persons acting within the scope of their duties in the administration of the library system.
2. Persons authorized by the cardholder to inspect the individual's records and act as designated borrowers by the cardholder.
3. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power.

Parents or guardians who sign an application for a patron under age 18 are considered authorized to view that patron's record and are designated borrowers for that patron. If the library staff is unable to confirm the identity of the parent or guardian, no confidential information will be supplied.