

Middleborough Public Library
CONFIDENTIALITY POLICY

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

General Laws of Massachusetts, Chapter 78, Section 7

Confidentiality extends to, but is not limited to, information sought or reviewed, and materials consulted and/or 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. The cardholder (with card or other proper id).
2. Staff of SAILS Library Network members acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
3. Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.
4. 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. Upon receipt of any such subpoena or search warrant, the Library Chairperson will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

The Library does not sell, lease, or otherwise distribute or disclose any patron's name, email address, postal address, telephone number, or other personal information to outside parties.

However, the Library does occasionally conduct promotional campaigns to inform the community of our services. The Library at those times uses patron email or postal address for the Library's internal mailing lists.

Online suggestions and other general email to the Library which do not apply to borrowing or intellectual pursuits may be considered public records as per Massachusetts General Law, Chapter 66, Section 10.

The Library's web site contains links to external web sites not maintained by the Middleborough Public Library. The Library cannot be responsible for user privacy when visiting outside web sites. Please consult the privacy policies of those web sites should there be questions regarding their use.

Approved by the Board of Middleborough Public Library Trustees on 4/29/2019.