



Your Community. Your Library.

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POLICY

Patron confidentiality and circulation records

Board motion number: _____ 45:10 _____ Chairperson's signature: _____

Intent

Section 28 of the *Public Libraries Act, R.S.O. 1990, chapter P.44* states that subject to subsection (2), a person may, during ordinary business hours, inspect any records, books, accounts, and documents in the possession or control of a board's secretary. Subsection 2 states that the secretary shall refuse to allow an inspection under subsection (1) in circumstances in which a head must refuse disclosure under any of sections 6 to 16 of the *Municipal Freedom of Information and Protection of Privacy Act*, and the secretary may refuse to allow inspection under subsection (1) in circumstances in which a head may refuse disclosure under any of those sections of that Act.

The *Municipal Freedom of Information and Protection of Privacy Act 1989* also governs the right of access to records held by municipalities and other local bodies, including public library boards.

Regulations

1. Membership applications must clearly state what patron information is used for and why this information is collected.
2. The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant.

Procedures

1. Only the library staff or authorized volunteer will know the name of a person who has borrowed library material.
2. Numbers will be used in the Bonnechere Union Public Library to identify the borrower rather than using the person's name on borrower records. Only the library staff will know the name of person assigned to this number.
3. The circulation system saves only the name of the last two patrons who borrowed the item, and this is purged after one year.
4. The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant.