

Meredith Public Library Privacy Policy

The Meredith Public Library is committed to protecting the privacy of our staff, patrons, and other contacts. Any personal information that you choose to give to the library will only be used for typical library business and will not be shared. The Library adheres to New Hampshire Law 202-D: 11 and protects the confidentiality of all patron information. The Board of Library Trustees voted to accept the Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill> and the IFLA Code of Ethics for Librarians and other Information Workers <http://www.ifla.org/publications/ifla-code-of-ethics-for-librarians-and-other-information-workers-short-version>.

- All circulation records and other records identifying the names of patrons are confidential in nature. To further protect library patrons' confidentiality the current library circulation system does not retain any circulation information on a patron once the library material is checked back in unless the patron has requested that we turn on that feature for their library card.
- All identifying information on interlibrary loan slips is destroyed upon completion of the loan transaction. The request slip for any interlibrary loan items that were not picked up by the requesting patron will be kept on file for two months.
- Internet sign-in sheets are destroyed once the usage count is recorded.
- Sign-up sheets used to collect names for library sponsored programs are destroyed at the end of the program.
- Confidentiality extends to database search records, reference interviews, circulation records, interlibrary loan records, public computer use and other personally identifiable uses of library materials, facilities or services.
- Children age six and older may have a library card and the same right to privacy as any other library card holder. Parents who do not wish for children to have their own library card may opt for one family card. Please note that staff cannot interfere with the borrowing privileges of any library patron, even minors.
- Following New Hampshire Law RSA 33-A:3-a, the Meredith Public Library keeps only those registration cards which are current plus one year past expiration.
- As a public institution the Library is legally obligated to comply with the information requirements of the USA Patriot Act.
- Any police or court-ordered requests for patron information will be referred to the library director who will immediately notify the Chair of the Library Trustees.