

Confidentiality of patron and circulation records

The *Public Libraries Act, R.S.O. 1990, chapter P.44* states, in section 28, that

"A person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of a board's secretary ...[except where the] information... identifies an individual user of library services by name or makes him or her readily identifiable by other means."

Numbers will be used in the Brockville 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.

It must be clearly stated on the membership application what the patron information is used for and why this information is collected. To meet the regulations of the *Municipal Freedom of Information and Protection of Privacy Act 1989* which governs the right of access to records held by municipalities and other local bodies, including public library boards, circulation records will not be retained beyond the time when the materials are returned. Membership applications must clearly state what the patron information is used for and why it is collected.

The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant.