



CONFIDENTIALITY OF PATRON RECORDS POLICY

It is the policy of the Allendale Township Library to preserve the privacy of the records of its patrons to the fullest extent permitted by law. To that end, the patron records shall be released or disclosed by the Library, an employee or agent of the Library, only as provided herein.

1. RECORDS PROTECTED BY THE MICHIGAN LIBRARY PRIVACY ACT:

The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 397.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a library that contains information which personally identifies a library patron, including the patron's name, address, or telephone number or that identifies a person as having requested or obtained specific materials from a library. "Library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

2. NOTIFICATION OF THE LIBRARY DIRECTOR:

Any employee of the Allendale Township Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library circulation records shall promptly notify the Library Director.

3. ACTION BY THE LIBRARY DIRECTOR:

The Library Director, in a timely manner, shall review all requests and orders, consult with the Library's attorney as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.

4. REQUEST FOR LIBRARY RECORDS:

The Library Director shall deny, in writing, all requests for the release or disclosure of library records as defined under the Michigan Library Privacy Act, unless the Library Director has received the named patron's written consent for such release or disclosure.



5. COURT ORDER FOR RELEASE OF LIBRARY RECORDS:

The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3(2) of the Library Privacy Act (MCL 397.603). The court may issue an order for disclosure only "after giving the affected library notice of the request and an opportunity to be heard thereon."

6. AUTHORITY FOR POLICY:

The authority for this policy is the Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601 - 397.605 and the 1998 Public Act 7, which amends the Michigan Library Privacy Act. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]).