

WEST HARTFORD PUBLIC LIBRARY
POLICY REGARDING CONFIDENTIALITY OF PERSONALLY
IDENTIFIABLE INFORMATION ABOUT
LIBRARY USERS

Pursuant to Connecticut General Statutes Sec.11-25(b), as may be amended or re-codified from time to time, it is the policy of the West Hartford Public Library to protect the privacy of library users. This protection of privacy covers personally identifiable information regarding users of library materials, facilities, or services, and includes information sought or received, materials consulted, borrowed or acquired, database and internet search records, reference interviews, circulation records, and interlibrary loan records.

Any library records containing such personally identifiable information are confidential and shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena, as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

All requests for records containing personally identifiable information will be immediately referred to the Director of Library Services for appropriate action. The Library Director will consult with the town's legal counsel, who will determine if such process, order or subpoena is in proper form.

**Approved by the West Hartford Library Board
December 17, 2002**

C/board/privacy