

West Hartford Public Library POLICY MANUAL

Title: Privacy Policy

Revised May 20, 2019.

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.

“Sec. 11-25. Reports by libraries. Confidentiality of records.

(b) (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained ... by any governmental agency...

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.”

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 of West Hartford's office of the Corporation Counsel who will determine if such process, order or subpoena is in proper form.