TOWN OF NEWBURY
NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803
NEW HAMPSHIRE
INCORPORATED 1778
P.O. Box 245
NEWBURY 03255

TITLE: PRIVACY AND CONFIDENTIALITY OF INFORMATION	POLICY # 6

Adopted By: Library Board of Trustees	Revision Number: 3
Approval Date: 2/1/2000	Revision Date: 8/1/2008, 9/8/2021, 11/14/2023, 01/01/2026

1. GENERAL STATEMENT OF POLICY.

Newbury Public Library will endeavor to protect the privacy of all patrons. The Library will only disclose information about patron accounts, including library checkouts, to the registered patron and their authorized users.

The Library will maintain user-specific information including:

- The name, address, telephone number and email address of each person or family with circulation privileges. The Library will treat these records as confidential.
- Records of InterLibrary Loan transactions and the Library's materials. These records are kept for patrons' convenience unless otherwise requested.

In addition, the Newbury Public Library adheres to the New Hampshire Statutes on Public Libraries regarding the confidentiality of library records:

Title XVI, 201-D:11 Library User Records; Confidentiality: Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

2. PHOTOGRAPHY AND FILMING

The Library occasionally takes photographs in the library's public spaces and at programs for use in print and electronic publications for promotional purposes. This policy serves as public notice of the Library's intent to do so. Those who do not want to be photographed should inform the photographer to be accommodated. When names are included, the photographer will request permission of those individuals in the photograph, or of the parent or guardian in the case of children in the photograph.

Individuals and organizations interested in photography or filming on library grounds that are

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not affiliated with the library are asked to follow all applicable laws regarding public photography and filming in public spaces, as well as adhere to the Library's behavior policy. The photographer is solely liable for any injuries or damage sustained while filming.

3. **STATISTICAL INFORMATION.** The Library keeps ongoing statistical information about library usage as required by the State. Such statistical information does not identify specific users.

4. **COLLECTION AND USE OF EMAIL ADDRESSES.** Patron e-mail addresses gathered from Newbury Public Library's website shall be used only by the Library for library-related activities. They shall not be used for any other purposes nor shared with any other organization or individual. Patrons can unsubscribe to library emails at any time.

5. **PATRONS LIST.** Newbury Public Library's patron list will not be available to any commercial enterprise.

6. **WHEN RELEASE OF INFORMATION IS REQUIRED BY LAW.** The Newbury Public Library adheres to the New Hampshire Statutes on Public Libraries regarding the confidentiality of library records. RSA 201-D:11 identifies the circumstances under which a New Hampshire public library must disclose information about a user to a third party. Those circumstances are (1) when requested or authorized by the user, (2) pursuant to a subpoena, (3) pursuant to a court order (including a search warrant), (4) when otherwise required by state or federal statute or (5) All library records related to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, shall be available to the parent or legal guardian of the minor when requested by the parent or legal guardian listed on the library account. . Newbury Public Library will limit disclosures of such information to these five circumstances and to the extent necessary for the proper operation of the Library.

7. **WHAT ACTION THE LIBRARY WILL TAKE.** When a member of the library staff is served with a subpoena or court order purporting to require the disclosure of user information, the staff member shall immediately refer the matter to the Library Trustees. It is the responsibility of the Trustees to handle all such inquiries from law enforcement authorities. When possible

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Trustees shall seek the advice of counsel before complying with any court order or subpoena requiring the release of user information.

A parent requesting access their child's library records must fill out the Request of Minor Records Application Form attesting they are the parent or legal guardian listed on the library account and must present a valid government issued photo ID for verification.