

## **Confidentiality of Library Records Policy**

It is the ethical responsibility of library staff to protect the privacy of library users. According to the American Library Association Code of Ethics, "Confidentiality extends to information sought or received, and materials consulted, borrowed, acquired, and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services." As such, the Ford City Public Library has a strong commitment to protect the privacy of individuals who use our services.

It is the policy of the Ford City Public Library to regard as confidential any information about patrons and all library users that comes into the possession of the Library. In providing services, the Library protects the privacy of its users and adheres to the following:

- The Library does not share information collected with outside parties except for the possible uses related to the recovery of materials, fines and fees.
- The Library records are kept confidential and only shared with the cardholder and/or as a result of appropriate legal orders.
- Personal (i.e., contact) information for any library user will only be shared with another individual if said library user has duly expressed that his or her information may be shared for any additional designated purposes.