

ROXBURY PUBLIC LIBRARY

Policy on Confidentiality of Library Records

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1. Library records which contain the names or other personally identifying details regarding users of libraries are confidential and shall not be disclosed except in the following circumstances:
 - a. The records are necessary for the proper operation of the library.
 - b. Disclosure is requested by the user.
 - c. Disclosure is required pursuant to a subpoena issued by a court or court order.
 - d. Information will be shared with the Friends of the Roxbury Township Public Library (FRTPL), for Library Purposes Only, should the Roxbury Library Cardholder choose this option on the borrower registration form.
2. All librarians and library employees of the Roxbury Public Library are advised that such records shall not be made available to any individual, organization, business, or government agency except pursuant to such process, order, or subpoena as may be authorized under authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Patron and circulation records which are part of the Morris Automated Information Network database are confidential in nature and are subject to this policy in its entirety.
3. All such matters must be presented to the Library Director or, in his/her absence, to a Trustee. No other employee is authorized to deal with matters concerning the confidentiality of library records.
4. Upon receipt of any such process, order, or subpoena, the Library's Board of Trustees will consult with their legal counsel to determine if the process, order, or subpoena is in proper form and there is a showing of good cause for its issuance. If the proper form or good cause has not been shown, the Library Board will insist such defects be corrected.
5. A library user who is requesting information about their library record must present their library card when visiting the Library in person or provide their library card number when making the request over the telephone.

This policy conforms to NJSA 18A:73-43.2 and to the American Library Association's "Policy on Confidentiality of Library Records".

NOTE: NJ Open Public Records Act does not supersede NJSA 18A:73-43:2

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