

NEW BRITAIN PUBLIC LIBRARY PRIVACY POLICY

Pursuant to Connecticut General Statutes Sec. 11-25(b), as may be amended or recodified from time to time, it is the policy of the New Britain 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 Library Director for appropriate action.

If the law enforcement agent or officer does not have a subpoena or court order compelling the production of records, the Library Director shall explain the Library’s privacy policy and the state’s confidentiality law and inform the agent or officer that the Library’s confidential information is not available without the production of a valid subpoena or court order.

If the agent or officer produces a subpoena or court order, the Library Director shall immediately refer it to legal counsel for review. Based upon advice of legal counsel, the Library Director, or his or her designee, shall determine whether to release the requested confidential information.