

## **Library Records Policy**

### **Privacy of Patron Records**

Bacon Memorial District Library is responsible ethically (American Library Association Code of Ethics) and legally (Michigan Library Privacy Act (PA 455 of 1982) (*See Appendix 6.6 and 6.4*) to keep library patron and circulation records confidential. The Library Privacy Act defines a “library record” as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court.

Library records may be released to parents who have signed to accept financial responsibility for a minor child’s materials. Library records may be disclosed to a third party upon the written consent of the cardholder. This includes disclosing a title when performing a renewal of library material, or charging out materials on hold for another patron. The library provides a consent form which must be filled out and signed by the cardholder. The consent form will be kept on file and checked when the disclosure of library records is requested. A new consent form must be submitted each time the library card is renewed. The cardholder, at any time, may revoke the consent for disclosure of library records by written notification to the library.

Patrons requesting information remotely, via telephone, email, chat or other similar means must provide a library card number and other identifying information such as birthdate and address.

Accordingly, Bacon Memorial District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.

### **Library Documents**

Library documents and records (other than borrower’s records covered by the Michigan Library Privacy Act [PA 455 of 1982] (*See Appendix 6.4*) shall be available to the public in accordance with the Michigan Freedom of Information Act (PA 442 of 1976) (*See Appendix 6.7*) upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Bacon Memorial District Library Board of Trustees authorizes the Library Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Bacon Memorial District Library Board of Trustees meeting.

Upon providing Bacon Memorial District Library's FOIA Coordinator with a written request that describes a public record sufficiently to enable BMDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Bacon Memorial District Library employee who receives a request for a public record shall promptly forward that request to the Director.

Bacon Memorial District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50. The deposit shall not exceed half of the total fee.