

PARCHMENT COMMUNITY LIBRARY PRIVACY OF PERSONAL RECORDS POLICY

A personal library record is a document, record, or other method of storing information retained by the library that identifies a person as a library user or as **one who has** requested or obtained specific materials from the library or other sources.

In keeping with the **Michigan Library Privacy Act** (MCL 397.601-605), this library shall not release or disclose a library record or portion of a library record to any person or persons without the notarized, written consent of the person identified in that record or unless presented by a duly authorized search warrant, or unless library records are seized under the provisions of the USA PATRIOT Act (Public Law 107-56).

The library will release information regarding overdue materials and fines on a minor's library record to the minor's legal guardian.

The regulation of the use of library materials in the Parchment Community Library shall be determined by the professional librarians utilizing policies of the Board.

Procedures for Handling Requests for Library Records

Library staff who are approached by a law enforcement officer or agent with any request or court order to examine or obtain the library records of any library user will ask for identification and direct the officer or agent to the Library Director or other designated person in charge. The Library Director or the designated person in charge will review the request or search warrant and seek the advice of an attorney.

Search warrants signed by the court are immediately enforceable. Staff will request identification and a copy of the warrant. Staff may request that the agent or officers direct inquiries through the Library Director or the designated person in charge. The Library Director or designated person in charge may request time to fax the warrant to an attorney for verification. If the officer or agent wishes to immediately enforce the search warrant, staff should not interfere but should proceed to notify the Library Director or designated person in charge of the library.

Approved 2/10/1987

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