



Next Review Date: March 2023

**Town of Manning Library Board
Confidentiality of Records Policy
As under the Freedom of Information and Protection of Privacy Act (FOIP).**

Town of Manning Library Board (hereafter referred to as the Board) and the staff of the Manning Municipal Library (hereafter referred to as the Library) are subject to the Libraries Act and Freedom of Information and Protection of Privacy Act (FOIP).

1. No records are kept of the frequency or content of visits to the library by specific patrons.
2. Staff and volunteers will keep confidential the reading and viewing habits of individual patrons. The Library staff will hold any form of patron registration information in strict confidence.
3. Library staff, Board members, and Library volunteers will not disclose a patron's personal information to a third party without the individual's consent, except:
 - a) in response to a subpoena, court order or another specific written request from a law enforcement agency to assist in an investigation
 - b) in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements), collecting fees or fines, and retrieving borrowed materials
 - c) for contacting next of kin or emergency response personnel in the event of an emergency
4. Patron records are stored in a database for TRAC member libraries. Libraries may access patron records for their patrons only. All patron records will be kept confidential but may be shared with other resource-sharing libraries. Access to patron records will be within the provisions of the FOIP legislation.
5. Upon request, a library patron will be given access to all information concerning their records that the library has on file. Access to a patron's records is limited to that patron except where the patron is a minor, or if the patron has given written permission for someone else to access their records. Where a parent/guardian's signature is required for a cardholder to obtain a library card, that parent/guardian may have full access to the cardholder's records for retrieval.

Date Approved

Board Chair Signature