

Approved by the
Cherokee Regional Library
Board of Trustees
October 21, 2004

PRIVACY POLICY

Library personnel shall not release any records pertaining to the identity, address, telephone number or reading habits of any registered library patron in response to telephone or patron requests or other requests from any other person by telephone, e-mail, or any other form of communication or in person.

Circulation records and similar records of a library that identify the user of library materials shall not be public records but shall be confidential and may not be disclosed except under the conditions established under Georgia Law, Code 24-9-46.

Library registration and circulation records may be used by library personnel in the ordinary course of library business.

Library records may be disclosed upon the written consent of the user of the library materials or the user's parents or guardian if the user is a minor or ward.

The library director and other library personnel shall not allow such records to be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Home phone numbers and addresses of staff members should NEVER be given out. Staff will refer caller to the supervisor who will decide if the library should call the staff member and pass on the message.

All computer security passwords are confidential. Patrons should not ask for passwords, as giving one out is grounds for termination.