

Confidentiality, Privacy and the Patriot Act

The Library safeguards each individual's right to privacy through adherence to the following policies:

- All patrons' records are confidential.
- The Library does not divulge information that library patrons have sought or received, nor material they have consulted, borrowed, acquired, or transmitted.
- The Library will not confirm/disclose a person's presence in the library to anyone except College Administrators or emergency personnel.
- Any student who requests his or her own student id number must present a legal photo id, such as a driver's license.
- The Library requires the retention of minimal personal information regarding its users for the sole purpose of carrying out its daily business.

The Library safeguards the individual's confidentiality and privacy by following guidelines established by the **American Library Association**, specifically:

ALA Code of Ethics - "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

<http://www.ala.org/ala/issuesadvocacy/proethics/codeofethics/codeethics.cfm>

ALA Bill of Rights - "Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas."

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

ALA - USA Patriot Act - "Libraries provide a place to exercise intellectual freedom: a free and open exchange of knowledge and information where individuals may exercise freedom of inquiry as well as a right to privacy in regards to information sought. Privacy is essential to the exercise of free speech, free thought, and free association; and, in a library, the subject of users' interests should not be examined or scrutinized by others. Libraries do cooperate with law enforcement when presented with a lawful court order to obtain specific information about specific patrons.

<http://www.ala.org/ala/issuesadvocacy/advocacy/federallegislation/theusapatriotact/index.cfm>