

PATRON PRIVACY POLICY AND PROCEDURE

The Bridgman Public Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) to keep patron records confidential. A library record, as defined in the Michigan Library Privacy Act, is “a document, record, or other method of storing information retained by a library that contains information 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.” Examples of library records include: circulation records, and computer usage data.

Library records:

Library staff may only use patron data to retrieve overdue materials, collect fines, place holds and carry out other library business allowed by law. Library staff will not disclose patron library records except to the patron listed as the account holder.

Video surveillance:

BPL’s cameras are used only for the narrow purpose of enhancing the physical security of the library, its property, staff, and users. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms. Cameras will not be continuously monitored. Recorded data is confidential and secured in a controlled area.

Release of library records and/or video surveillance:

Library records are not subject to disclosure under the Freedom of Information Act.

Library records may only be released under one of two circumstances:

1. With the written consent of the patron who is liable for payment or for return of the materials identified in the library record.
2. Upon court order.

Response to requests for library records:

Any staff member who receives a request, or who is served with a subpoena or court order, to release or disclose a library record will promptly notify the Library Director or, if unavailable, the Library Board President.

The Library Director will confer with the library's attorney before determining the proper response to any request for records. Unless ordered by a court of law, the library will not make records available to any agency of state, federal or local government.

Handling of library records:

Library staff are responsible for keeping library records confidential. When a library record has served its administrative purpose, library staff will destroy the record in a manner that protects it from unauthorized access.