

Policy 5.2 Confidentiality

The Kalkaska County Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “Library record” is defined as a document, record, or other method of storing information retained by the Library 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. The Library Privacy Act provides that a “Library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kalkaska County Library will not release nor disclose a “Library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “Library record” for the purpose of retrieving overdue materials, collecting fines, and other Library business permitted by law.

Additionally, computers are located in open, public spaces in the Library, and each user should exercise caution when using the Internet to avoid unauthorized disclosure, use and dissemination of personal information.

Approved: 24 March 2020

Signature on file

Cash Cook, Board Secretary