

FORT SASKATCHEWAN PUBLIC LIBRARY



Title	Confidentiality of User Records		
Number	86/28 (replaces 86/04)	Date	Jan 10, 1991
Revised	Nov 12, 1997; Oct 01, 2012		
Policy			
<ol style="list-style-type: none"> 1. Fort Saskatchewan Public Library Board and staff are subject to the Libraries Act and Freedom of Information and Protection of Privacy Act (FOIPP). 2. Access to user records is provided to library staff and volunteers as required in order for them to carry out the business of the library. 3. All patron records will be kept confidential but may be shared with resource sharing libraries for the purpose of collecting fines and retrieving borrowed materials. 4. Library board members, staff and volunteers will hold all personal information on staff and patrons (including patrons of any other libraries) in confidence. (See also Policy #12/02 Personal Information Banks Policy.) 5. No records are kept of the frequency or content of visits to the library by specific patrons. Staff and volunteers are not to discuss the reading habits of individual patrons. 6. No personal information will be provided to anyone for any reason except when a written court order is provided or where required by law (in written format). 7. Where not covered by this policy, access to user records will be in accordance with the FOIPP Act. 			
Approval			
Signature	Matthew Fellows Board Chair		