

## 6.2 Confidentiality of Patron Records

Coaldale Public Library and its Board and staff are subject to the *Libraries Act and Freedom of Information and Protection of Privacy Act (FOIP)*.

1. Coaldale Public Library and its Board and staff and volunteers will NOT:
  - a. keep records of the frequency or content of visits to the Library by specific Patrons
  - b. discuss or disclose the reading and viewing habits of specific Patrons
  - c. keep records of a Cardholder's item checkout history, unless the Cardholder chooses to keep a record. If this record is kept, it is subject to disclosure with the Cardholder's other records under the conditions described in below
  - d. disclose a Cardholder's personal information and records to a third party without the Cardholder's consent, except:
    - i. if a parent or guardian's signature was required for a Cardholder to obtain a Library Card, then that parent or guardian may have full access to the Cardholder's records
    - ii. in response to a search warrant, court order or another specific written request from a law enforcement agency to assist in an investigation
    - iii. in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements, TAL Card, ME libraries), collecting fees or fines, and retrieving borrowed materials
    - iv. for the purpose of contacting next of kin or emergency response personnel in the case of an emergency.
2. Cardholders, by obtaining a Library Card, acknowledge that the information provided in order to obtain a Library Card, will be available to others for the purposes listed in paragraph 1d.
3. Upon written request, Cardholders will be given access to all information concerning their records that the Library has on file.