

Putnam Public Library
Privacy and Confidentiality of Library Records

The policy of the Putnam Public Library is to preserve the privacy of its circulation, borrower registration, and patron usage records and to treat them with confidentiality. The Putnam Public Library recognizes the following information as confidential in nature:

1. Circulation records, including but not limited to, titles and number of items checked out, held on reserve, overdue, or borrowed from another library through interlibrary loan;
2. Borrower registration records that are prerequisite to issuing library cards and permitting individuals to borrow library materials;
3. Computer-traceable or stored information or records of what library patrons viewed on the Internet while using the library's public-access computer terminals.

Sec. 11-25 of the Connecticut State Statutes. Reports by libraries. Confidentiality of records.

(a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.

(b)(1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information."

Adopted by the Putnam Public Library Board of Trustees, November 22, 2021