



ESSEX FREE LIBRARY

Patron Confidentiality Policy

The Essex Free Library is committed to protecting the privacy and confidentiality of library patrons and their use of library materials, services, equipment, and technology.

The Essex Free Library supports and adheres to [Vermont Statute Title 22 Chapter 4: Library Patron Records](#).

In addition, the Library supports and adheres to the American Library Association Code of Ethics, which includes the following statement: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

No staff member shall, at any time, disclose any personally identifiable patron or library user records including, but not limited to circulation records, patron registration records, patron email, phone number, address, computer records, interlibrary loan requests, or reference requests to any person other than the patron themselves unless:

1. The patron has given informed consent for the requesting individual to obtain that information.
2. The patron is under the age of 12 and their legal guarantor or guardian requests access.
3. An agency of the state, federal, or local government makes the request while in possession of a court order or subpoena as may be authorized pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. In such case, before acting on this request, staff must notify a member of the Library Board of Trustees who will, in turn, consult with Town of Essex legal counsel before complying.

Approved 02/19/2025