

Privacy Policy- Alpena County George N. Fletcher Public Library

I. PRIVACY

AUTHORITY FOR POLICY:

It is the policy of the Alpena County Library to preserve the privacy of its patrons as well as staff records to the fullest extent permitted by law. The authority for this policy is the Michigan Library Privacy Act (MCL 397.6701-397.605), and 1982 Public Act 455. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243 [d]).

DEFINITION OF LIBRARY RECORD:

A library record is defined by MCL 397.602(c) as a document, written or electronic record that is retained by a library containing information that personally identifies a library patron, including the patron's name, address, or other identifying detail, and the library materials requested or obtained. The term does not include non-identifiable data.

1. Library records that identify individual patrons will be regarded as confidential and will not be disclosed except:
 - a) With written consent of individual patron;
 - b) Pursuant to a valid court order or subpoena following the procedure required under MCL 397.603.
2. Any employee of the Alpena County Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records shall promptly notify the Library Director. The Library Director will review the request and may consult legal counsel if necessary prior to responding to each request in an appropriate manner.
3. Library staff, volunteers, and contractors must maintain confidentiality of protected records including information regarding staff members. Violations of this requirement may result in disciplinary action at the discretion of the Library Board of Trustees.
 - a) The Library may release with the written consent of a current or former employee the following terms of employment: dates of employment, position titles, responsibilities, compensation, and full or part time status.
4. Administrative records, including limited personnel information (name, title, and salary) may be released by the Library Director with proper written request under the Freedom of Information Act (FOIA) or other legal authority, as advised by the Library's attorney.
5. Contracts with third-party vendors are required to maintain patron confidentiality. Vendor contracts and privacy policies will be reviewed to ensure compliance.