



Lewes Public Library, Inc.

Confidentiality Policy

The Lewes Public Library (“LPL”) hereby formally adopts a policy that:

1. Protects each library patron’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted. The LPL recognizes its circulation records and other records identifying the names of library patrons to be confidential;
2. Advises all library employees and volunteers that such records shall not be made available to government agencies, other entities, or individuals except for purposes of inter-library cooperation led by the Delaware Division of Libraries or Sussex County Department of Libraries or pursuant to laws relating to civil, criminal or administrative discovery procedures or legislative powers; and
3. Resists the issuance or enforcement of such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. (*See also* LPL’s Policy for Complying with Law Enforcement).

Commissioners, personnel and volunteers will also adhere to the LPL Policy for Complying with Law Enforcement adopted June 1, 2004, revised June 9, 2015.

I understand that in the performance of my duties as a commissioner, employee or volunteer for the Lewes Public Library I may have access to confidential information. I understand that any violation of the confidentiality of this information may result in my dismissal and/or possible legal action taken against me.

Signature

Date

Name - printed

Supervisor signature

Date

Confidentiality Policy Adopted by the
Lewes Public Library Board of Commissioners
June 1, 2004
Revised August 12, 2008
Revised June 9, 2015