



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #3

POLICY REPLACING: Circulation #3 -
Confidentiality June 12, 2007

SUBJECT: Confidentiality

BOARD APPROVAL DATE: February 9, 2016

PAGE: 1 OF 1

RATIONALE:

This policy will act as a directive to staff members and volunteers. It will emphasize the Library Board's position regarding the confidentiality of patron and circulation records and the subject matter of patron interactions.

POLICY STATEMENT:

In accordance with the Ontario Municipal Freedom of Information and Protection of Privacy Act, all circulation and patron registration records are considered to be personal in nature and are therefore deemed to be confidential documents. Access to these records is authorized to Library staff only. Staff members or volunteers operating under the supervision of staff, will conduct patron interactions in confidence, to be shared only with other Library staff as necessary.

Staff members and volunteers of the library will be required to sign a Confidentiality Document to acknowledge compliance with this policy.

RELATED DOCUMENTATION:

Ontario Municipal Freedom of Information and Protection of Privacy Act

APPENDIX:

Bracebridge Public Library Confidentiality Compliance form