

Gafney Library

Confidentiality of Library User Records Policy

In accordance with NH RSA 201-D:11, circulation records, patron records, and other records identifying the names of library users are confidential. No information concerning an individual borrower's records, or the contents of borrower's records, or the frequency or nature of questions asked by a library user, will be divulged by the library to any individual, corporation, institution, agency, or governmental agency without a valid process, order or subpoena.

Upon receipt of such process, order, or subpoena, the Library Director will consult with the Gafney Board of Trustees to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance.

The Library will strive to comply with all requests made under RSA 91-A, the Right to Know law, insofar as these requests do not conflict with the confidentiality of library user records. Library user records are considered exempt from the Right to Know law per RSA-91-A:5.

“NH RSA 201-D:11 Library User Records; Confidentiality

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

III. The Library will not share patron information, including but not limited to addresses, phone numbers, and email addresses with agencies outside of the Gafney Library, Inc.