

Purpose: The City of Brooks Library Board and Brooks Public Library staff are subject to the Libraries Act and Freedom of Information and Protection of Privacy Act (FOIPP).

1. All patron records will be kept confidential but may be shared with resource sharing libraries for the purposes of collecting fines and retrieving borrowed materials.
2. When library card holders are registered, they will sign a card acknowledging that their contact information will be available to other libraries for these purposes.
3. Library board members, staff and volunteers will hold all personal information on staff and patrons (including patrons of any other libraries) in confidence.
4. No records are kept of the frequency or content of visits to the library by specific patrons.
5. Staff and volunteers are discouraged from discussing the reading habits of patrons unless it pertains to programs and services being offered.
6. No personal information will be provided to anyone for any reason except when a written court order is provided or where required by law (in written format).

Approved by: \_\_\_\_\_

Board Chair

Date Approved: February 27<sup>th</sup>, 2023