

Glen Lake Community Library

Confidentiality of Patron records

Information contained in patron registration records is considered confidential. Patron registration information includes the names of all people listed on an account, physical and mailing addresses, and phone number. Requests for any such information from library records will be denied, unless authorized by the account holder. Phone numbers and addresses as found in published directories may be provided as public information. This policy is in compliance with the Michigan Freedom of Information Act.

Similarly, the library will preserve the privacy of patron's circulation records. Library staff will not release information contained in these records to anyone other than the person or persons named in the account. Such information includes the titles of materials currently or formerly borrowed, the number of materials borrowed, and any outstanding late fines or fees. Such information may be disclosed to collection agencies as needed to recover lost, damaged or overdue materials for which a patron has been billed. The library may also disclose circulation records to the parents of patrons under the age of 16 for the purpose of recovering lost or overdue materials. This policy is in compliance with the Michigan Library Privacy Act.