

## **Confidential Nature of Library Affairs Internal Procedure**

### **I. Purpose**

The purpose of this procedure is to identify information that is considered confidential and to establish principles and guidelines on the access, maintenance and handling of such confidential information

### **I. Scope**

This procedure applies to all administrative employees including: Department heads, Business Office Personnel and Supervisors.

### **III. Definitions**

Confidential information is defined as information that is proprietary or personal information regarding staff, patrons, vendors, programmers and the Westhampton Free Library. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, medical/health, financial, employment, contractual, or organizational data.

### **IV. Confidentiality Agreement**

All Administrative, Supervisory, Department Head and Business Office personnel must sign a confidentiality agreement. (See attached confidentiality agreement)

### **III. Responsibilities**

The Director is responsible for coordinating the security and control of Library information and for approving any exceptions to the Confidential Nature of Library Affairs Policy.

Supervisors are responsible for identifying information that should be classified as confidential and should then work closely with the Director to develop procedures to secure and control the information. Once information has been designated as confidential by the Supervisor, it should be clearly identified by the Supervisor as such and properly secured. A list of employees authorized to have access to the information should be prepared by the Supervisor, and all access should be logged.

### **II. Inquiries**

All media inquiries and other inquiries of general nature should be referred to the Director, and all press releases, publications, speeches, or other official declarations must be approved in advance by the Director. Inquiries seeking information regarding current or former employees should be referred to the Director.

### **III. Records**

All information pertaining to patron records, including circulation records and reference request information, is, by law, confidential. It is against the law to disclose this information to anyone including family members or police organizations. Refer requests for information to the Director who will request a court order before disclosing information.

**THIS PROCEDURE IS TO BE USED WITH THE CONFIDENTIAL NATURE OF LIBRARY AFFAIRS POLICY. IT DOES NOT REPLACE THE CONFIDENTIAL NATURE OF LIBRARY AFFAIRS POLICY.**