

Confidential Nature of Library Affairs

It is the policy of the Library that the internal affairs of the organization represent confidential information that each employee has a legal obligation to protect.

1. Information designated as confidential is to be discussed with no one outside the organization and only discussed within the organization on a “need to know” basis. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligations to use discretion to safeguard internal Library affairs.
2. Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary Library property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination and may be subject to legal action.
3. The Director is responsible for coordinating the security and control of Library information and for approving any exceptions to this 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, it should be clearly identified as such and properly secured. A list of employees authorized to have access to the information should be prepared, and all access should be logged.
4. 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.
5. 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 proper legal authorization before disclosing such information.

Adopted by the Board of Trustees: January 1997
Amended: June 2010