

## **Lee Public Library Privacy Policy**

The Library adheres to New Hampshire Law 202-D: 11 and protects the confidentiality of all patron information.

All circulation records and other records identifying names of patrons are confidential in nature. To further protect library patrons' confidentiality the current library circulation system does not retain any circulation information on a patron once the library material is returned. All identifying information on interlibrary loan slips is destroyed upon completion of the loan transaction. Internet sign-in sheets are destroyed once the usage count is recorded. Confidentiality extends to "information sought or received, and materials consulted, borrowed or acquired," and includes database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities or services.

By New Hampshire Law MUR 303.02 Retention of Records, the Lee Library keeps only those registration cards, which are current plus one year past expiration.

The Library recognizes the need to protect the patrons' right to privacy about the questions they ask and the materials they seek to read and borrow.

The personnel files of all employees are confidential and can only be accessed by the Director, employee, and Board of Trustees.

Approved by the Board of Trustees  
October 21, 2003