

Jacob Edwards Library

Southbridge, Massachusetts

Board of Trustees

January 15, 2004

Policy on Privacy, Subpoenas, and Search Warrants

The Jacob Edwards Library strives to protect the privacy of patron information that is not considered a public record under General Laws, c.78, §7. This statute states library records “that reveal the identity and intellectual pursuits of a person shall not be considered a public record.” Accordingly, the Library considers circulation and registration records with identifying information such as name, address, telephone number and email address, as well as materials borrowed or accessed electronically, not to be part of the public record. Nevertheless, pursuant to a subpoena, search warrant, or as otherwise required by law, such records may be disclosed to proper authorities. No confidential information on library patrons will be revealed to authorities without presentation of a subpoena or search warrant.

The Jacob Edwards Library will retain only as much information about library patrons as required to provide services. Personal information on patrons will be discarded as soon as it is no longer needed. The library keeps no permanent record of Internet sites visited, electronic databases used, or searches performed by patrons. While the Library will endeavor to protect the privacy of patrons’ use of library computers, patrons should be aware, when using Library computers that the Library cannot and does not guarantee privacy. Patrons should not have an expectation of total security in a networked system of shared public-access computers.

Approved by the Jacob Edwards Library Board of Trustees January 15, 2004