

Patron Privacy Policy

Section 1: Confidentiality

Library Patron and Employee Records are Confidential:

It is the policy of the Garden City Public Library to preserve the privacy of circulation records of its patrons/employees to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for herein.

The Michigan Library Privacy Act, MCL 397.602 (2) (i), defines a "Library record" as a "document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including a patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

Library staff shall not release library records to any person other than the patron named in the record (i.e. the library cardholder) or, unless the patron is under eighteen or otherwise legally incompetent, to the person liable for payment for the return of the materials identified in that library record. The Michigan Library Privacy Act prohibits disclosure to any other party.

The library takes seriously its obligation to protect the privacy of every patron, as required by law. This commitment to patron's privacy may appear to cause inconvenience on occasion. However, this is a small price to pay for the assurance that an individual's reading preferences and use of the library will remain exclusively his or her own business.

Any information gathered about a patron online, will not be disclosed to third parties, sold to advertisers, etc.

Section 2: Law Enforcement

Inquiries by Law Enforcement Agencies:

The Garden City Public Library recognizes that its library records and other records identifying the names of library users with specific materials are confidential in nature. No such records shall be made available to any state, federal, or local government, or to any individual not specifically authorized by the Director, except for the information pursuant to such process, order, Search Warrant or Subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.