

**Policy: Confidentiality**

**Approved: 6/18/09**

**Amended: 4/19/17**

**Reviewed: 4/19/17; 4/18/19**

The Bristol Public Library will not to release information that would reveal the identity of a Library patron who checked out or used certain materials or services or requested an item of information from the Library. Records, which may be required in locating books or answering reference questions, are kept for the sole purpose of protecting Library property.

The Library will release information to the parent or guardian of a minor child for the purposes of recovering overdue material and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable.

Other requests for the release of confidential patron records will be honored if submitted in writing and accompanied by a processed court order.