



## Sussex County Department of Libraries

### Confidentiality Policy

The Sussex County Department of Libraries (Department) hereby formally adopts a policy that:

1. Protects each library patron's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted. The Department recognizes its circulation records and other records identifying the names of library patrons to be confidential;
2. Advises all library employees, volunteers and Sussex County Library Advisory Board (LAB) members that such records shall not be made available to state, local or federal government agencies, other entities, or individuals except for purposes of inter-library cooperation led by the Delaware Division of Libraries or pursuant to such process, order or subpoena as may be authorized under the authority of local, state or federal laws relating to civil, criminal or administrative discovery procedures or legislative investigative powers.
3. Requires all library employees, volunteers and LAB members to consult with the library's officers prior to providing any such information sought by such process, order, or subpoena in order to determine that a proper showing of good cause has been made by a court of competent jurisdiction and that the process, order or subpoena is in proper form.

I understand that in the performance of my duties as an employee, volunteer or LAB member for the Department, I may have access to confidential information. I understand that any violation of the confidentiality of this information may result in my dismissal and/or possible legal action taken against me.

\_\_\_\_\_  
Signature

Print name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date