

## **Trenton Free Public Library**

### **Policy for Third Party and Law Enforcement Requests for Library Records and User Information**

The legal custodian of records for the Trenton Free Public Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

The circulation and registration records of the Trenton Free Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or person seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Trenton Free Public Library Staff Procedure Document, "Guidelines for Responding to Requests for Library Records and User Information."

The Library Director and the Trenton Free Public Library Board are jointly responsible for ensuring that every library employee and volunteer is provided with a copy of this policy and the afore mentioned staff directive and ensuring that every employee and volunteer participate in a training program on their implementation.

*Adopted by the Trenton Free Public Library Board of Trustees 2/11*