

**DANBURY PUBLIC LIBRARY
POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS**

Connecticut General Statutes, Title 11, Section 11-25 requires personally identifiable circulation records of all public libraries to be confidential. For the purposes of this policy, the term "confidential" is deemed to apply to 1) circulation records which are strictly intended for internal administrative use by library personnel only and solely for purposes of record keeping and administering library services, and which are not to be disseminated to the general public and 2) computer traceable or stored information or records of what a library patron views on the Internet while using a public library computer terminal. For the purposes of this policy, "personally identifiable circulation records" include, but are not limited to those records, whether printed or electronically stored, which identify members of the general public by name or number, and the books or other library materials which they borrow or return or the Internet sites which they view. Such personally identifiable circulation records or Internet sites shall not be disseminated by library personnel to any person or entity without either an order of a court of competent jurisdiction (in conformance with the laws of the City of Danbury, the State of Connecticut and the Federal government, which order shall have been reviewed and approved by the Corporation Counsel) or authorization by the Corporation Counsel.