

Lewes Public Library

Confidentiality Agreement

The Lewes Public Library in compliance with the American Library Association hereby formally adopts a policy that:

- 1) ...specifically recognizes its circulation records and other records identifying the names of library users to be confidential.
- 2) ...advises all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order 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.
- 3) ... resists the issuance or enforcement of such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Officers, personnel and volunteers will also adhere to the LPL Policy and Procedures for Compliance with Law Enforcement adopted June 1, 2004.
- 4) ... protects each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted."

The Lewes Public Library formally adopted this policy on August 12, 2008.

I understand that in the performance of my duties as a officer, employee or volunteer for the Lewes Public Library I may have access to confidential information. I understand that any violation of the confidentiality of this information may result in my dismissal or possible legal action taken against me.

Name

Date

Supervisor

Date