

## The Hudson Library and Historical Society

### CONFIDENTIALITY OF RECORDS POLICY

11/2013

#### I. Statement of Purpose:

The Hudson Library and Historical Society is committed to ensuring the privacy of its customers and donors (herein after referred to as users). We believe that privacy is essential to the exercise of free speech, free thought and free association. This policy has been created to protect your rights.

#### II. Library Records:

- A. The library protects its users' privacy by keeping information about materials they check out and information they access confidential, as required by law. In Ohio, the confidentiality of library records is governed by **ORC 149.432**. All users are advised that any library record or other information collected by the library as described herein is subject to disclosure only with the explicit permission of the user in question or pursuant to a subpoena, court order, or search warrant. If information is requested under the *USA Patriot Act*, the Library is then prohibited from notifying you of the federal request.
- B. Information collected and retained by the Library is used for legitimate library purposes only. This includes but is not limited to the following: collecting information to verify circulation records for check-outs/returns; to notify users about upcoming library programs/events and to facilitate participation in library-sponsored groups such as Book Clubs, Fan Club, Knitting Club and the Teen Advisory Board.

#### III. Security:

The Library has put in place various physical, electronic and managerial protective measures to prevent the unauthorized access of its user information.