

RED DEER PUBLIC LIBRARY BY-LAWS	SUBJECT: CONFIDENTIALITY OF USER RECORDS	SECTION: 3.10 PAGE: 1 of 1 DATED May 1995
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The Red Deer Library Board recognizes records identifying the names, addresses, phone numbers and materials borrowed by library patrons to be confidential, regardless of source of inquiry. Such records will not be made available unless requested through proper legal process, order or subpoena as may be authorized by the law.

Upon receipt of such process, order or subpoena, it should be forwarded to the Director of Library Services or his/ her designate. The director will consult with the lawyer retained by the Library Board to determine if such process, order or subpoena is in good form and if there is just cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. All requests for information based upon circulation records related to a specific individual should be forwarded to the Director, or in his/ her absence, to the senior staff member on duty, and recorded on the incident report log.

Parents and/ or legal guardians may have access to the records of a juvenile patron if they are the person who has authorized and accepted responsibility for borrowing privileges. Requests shall be handled in the same fashion as any other request for circulation information.

The Director may authorize use of circulation records for scientific research purposes provided that the researcher applies in writing, and that any proposed examination of the records is done in such a fashion that information on patron identities is concealed or omitted from data revealed to the researcher.