

Confidentiality of Patron-Registration Policy

It is the policy of the Lenox Township Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided for herein.

1. **Registration records:** This policy defines “registration records” as any information gathered from the patron on the library card registration form and /or any information entered into the library’s patron database. This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see the compliance with the Michigan Library Privacy Act Policy
2. **Notification of the Library Director:** Any employee of the Lenox Township Library who receives a request or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.
3. **Action by the Library Director:** The Library Director, in a timely manner, shall review all requests and orders, consult with an attorney as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, and the Michigan Library Privacy Act.
4. **Requests for Registration Information:** The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consents to such release or disclosure from the person(s) identified in the records. In the case of a minor child, a Parental Release Form must have been completed for the child identified in the records. Patron registration information is considered by the Library Board to be “information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual’s privacy” as exempted in the Michigan Freedom of Information act.
5. **Freedom of Information Act Requests for Registration Information:** The Library Director shall deny, in writing, any designated “Freedom of Information Act request for the release or disclosure of confidential patron registration information.
6. **Court Order For Patron Information:** The Library Director, after consultation and advice from an attorney shall comply with any subpoena or court order to release or disclose patron registration information.
7. **Authority for Policy:** The authority for this policy is the Michigan Library Act, MCL 397.603 and the Michigan Freedom of Information Act regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.