

# Cranberry Public Library

**Policy Number:** 115  
**Policy Name:** PRIVACY AND CONFIDENTIALITY OF PATRON RECORDS POLICY  
**Effective Date:** 06/2001  
**Revision Date:** 11/9/2022

Cranberry Public Library has a strong commitment to protect the privacy of individuals who use our services.

It is the policy of the Cranberry Public Library, to regard as confidential any information about patrons (and patrons' use of library resources) that comes into the Library's possession.

To implement this policy, Cranberry Public Library will not disclose information regarding:

1. Name (or whether an individual is a registered borrower or has been a patron)
2. Address
3. Email Address
4. Telephone number
5. Credit Card and/or Bank Information
6. Date of Birth
7. Driver's license number or alternative state identification number
8. Name of parent or guardian for minors 17 and under
9. Library card number
10. Materials on reserve, currently checked out, or previously checked out
11. The Library's borrowers' records and their contents
12. The nature of questions asked by patrons
13. The frequency or content of a patron's lawful visits to the Library or any other information supplied to the Library

In providing services the Library protects the privacy of its users and adheres to the following policies:

- The Library does not share information collected with outside parties except for the possible uses related to the recovery of materials, fines and fees.
- Library records are kept confidential and only shared with the cardholder and/or as a result of appropriate legal orders.
- Under no circumstance will library personnel record or enter credit card data or bank information for donations, program payment, meeting room fees, or for any other reason.

All Library employees, and those volunteers who work on its behalf, are hereby instructed to comply with these guidelines.