

Lapeer District Library

Privacy Policy

- A. Policy: It is the policy of the Lapeer District Library to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the Library shall be released or disclosed only as provided for herein.
- B. Staff responsibility: Library staff shall not release library records to any person other than the patron named in the record (i.e. the library card holder). The Michigan Library Privacy Act prohibits disclosure to all third parties. Exception: Under Michigan Public Act 188 of 1996, library records may be disclosed upon consent of the person who is liable for payment or for return of the materials identified in that library record. For patrons with amounts due of \$25 or more and exceeding 60 days, contact information will be released to a collection agency for follow-up within the sole discretion of LDL.
- C. Records protected by the Michigan Library Privacy Act: The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 397.603). A "library record" is defined in the statute as a "document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library." "Library record" does not include non-identifying material such as circulation statistics. Exception: Under Michigan Public Act 188 of 1996, library records may be disclosed upon consent of the person who is liable for payment for or return of the materials identified in that library record.
- D. Requests for Personal Information from Library Records: Requests for names, addresses, or telephone numbers from library records that are not available in published sources such as telephone directories and street guides, shall not be honored because they are excluded by Section 13 (a) of the Freedom of Information Act (PA 442 of 1976).
- E. Authority for Policy: The authority for this policy is the Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601-397.605. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243 [d]).