

## **Third Party and Law Enforcement Requests**

for Library Records and User Information

The legal custodian of records for the Julia L. Butterfield Memorial Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

The circulation and registration records of the Julia L. Butterfield Memorial Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or person seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Julia L. Butterfield Memorial Library *Staff Procedure Guidelines for Responding to Requests for Library Records and User Information*.

The Library Director and the Julia L. Butterfield Memorial Library Board are jointly responsible for ensuring that every library employee and volunteer is provided with a copy of *Third Party and Law Enforcement Requests Policy* and *Staff Procedure Guidelines for Responding to Requests for Library Records and User Information* and ensuring that every employee and volunteer participate in a training program on their implementation.

**Adopted:**