



# Grand Rapids Public Library Board of Library Commissioners Policy Manual

## Policy 50-1 Circulation Records: Library Privacy

It is the policy of the Board of Library Commissioners of the City of Grand Rapids to preserve the confidentiality and privacy of the 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 in this policy or as otherwise required by law.

### 1. DEFINITIONS

- A. **NON-IDENTIFYING RECORDS:** Any record or data pertaining to the circulation of Library materials in general which does not identify a person may be released or disclosed as provided in the Michigan Freedom of Information Act (Act No. 442 of P.A. of 1976, being MCLA §§15.231 to 15.246).
- B. **CONFIDENTIAL RECORDS:** Any document, record, or other method of storing information retained by the library that identifies a person as having requested or obtained specific materials from the library is a confidential record which shall not be released or disclosed to any person without the written consent of the person liable for payment or return of the materials identified in the confidential record unless a court orders such release or disclosure after notice and hearing as provided in the Library Privacy Act (MCLA 397.601 to 397.605).

### 2. REQUEST FOR CIRCULATION RECORDS

Any employee who receives a request, subpoena, court order, or other legal process to release or disclose any library circulation record or material relating to confidential records or non-identifying records shall notify the Library Director or the Director's authorized subordinate.

#### A. **REQUESTS FOR NON-IDENTIFYING RECORDS**

The Library Director shall consult with, and follow the advice of the City Attorney concerning requests for the release or disclosure of non-identifying records as defined above.

#### B. **REQUESTS FOR CONFIDENTIAL RECORDS**

Authorized Circulation personnel shall deny, in writing, all requests for the release or disclosure of confidential records unless he/she has in his/her possession 1) a valid court order as determined by the City Attorney, or 2) the written consent to such release or disclosure of the person identified in the confidential record requested and authorized Circulation personnel is satisfied as to the authenticity of the consent. Authorized Circulation personnel, in his/her discretion, either may require the person requesting the release or disclosure of the confidential record to secure the written consent of the person identified in that record or may obtain that consent directly from the person identified.

### 3. ELECTRONIC NOTIFICATION

Because of the provisions outlined in this policy and the Michigan Privacy Act, the library does not use electronic notification to notify patrons (including children for whom a patron is

the legal guardian) of overdue materials or materials requested for loan unless the patron requests this service.

4. OTHER CONSIDERATIONS

Any questions or problems relating to the subject of the confidentiality of library circulation records, or their possible release or disclosure, not specifically covered by this policy shall be referred to the Library Director who shall handle them as he/she deems appropriate, consistent with the spirit of this policy.

---

*Cross Reference: Rescinded Policy 83-1*  
*Adopted: November 20, 2012*



**Grand Rapids Public Library  
Board of Library Commissioners  
Policy Manual**

**Policy 50-2  
Public Records: Freedom of Information**

It is the policy of the Board of Library Commissioners of the City of Grand Rapids to facilitate the disclosure of public records sought under the Freedom of Information Act (FOIA), being MCL 15.231 et. seq.

Any written request for public records made under the Freedom of Information Act shall be promptly forwarded to the Library Director for response. The Library Director or his or her designee shall respond to the request within five (5) days, as required by the statute, or shall forward the request to the City Attorney's office for response pursuant to the City's Administrative Policy on Freedom of Information.

---

*Adopted: November 20, 2012*