

## Privacy Orientation/Training Checklist

### Library Policies and Procedures

- Intellectual Freedom policies and procedures
  - Challenge to materials
  - Confidentiality of patron records
  - Rights of Minors
  - Meeting Room/Bulletin Board/Display Case
- Procedures for disabling internet filters
- Procedures for Law Enforcement Inquiry

### Professional Ethics

- This Library ascribes to the following ALA statements/resolutions (provide and review)
  - Code of Ethics
  - Freedom to Read
  - Freedom to View
  - Library Bill of Rights
  - Resolution on Workplace Speech
  - Resolution on the Retention of Library Usage Records

### Use of Patron Records and Information

- Do not discuss personally identifiable information with non-staff or in public areas where non-staff can overhear
- Maintain privacy and confidentiality when assisting all users
  - Internet use is confidential
  - Checked out materials are confidential
  - Reference requests are confidential
  - Users have a right to have confidential information protected even from family members
- Only seek and/or discuss patron information as necessary for operational purposes

### Relevant Laws/Statutes/Amendments

- CIPA
- NY Confidentiality and Subpoena Laws §4509, § 2307
- USA PATRIOT / USA FREEDOM
- 1st Amendment to the US Constitution
- 4th Amendment to the US Constitution