



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