

Kimball Library Privacy and Confidentiality Policy

The American Public Library is based upon the central belief that a society cannot be free, and a democracy cannot flourish, unless its people have free and open access to information and ideas. Access to the realm of thought (both informational and creative) must be available without barriers of censorship, bias or cost, and without fear of repercussion.

The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users but keeps that information private on their behalf.

The courts have upheld the right to privacy in libraries based on the Bill of Rights of the United States Constitution. New Hampshire law also protects library user privacy and confidentiality (NH RSA 91-A:5 and NH RSA 201-D:11). The Kimball Library's privacy and confidentiality policies comply with applicable federal, state and local laws.

Our commitment to your privacy and confidentiality has deep roots not only in law, but also in the ethics and practices of librarianship. The American Library Association's Code of Ethics states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

Free Access to Materials

It is the policy of the Kimball Library not to deny or abridge the use of items from the library's collections to any card holder based upon the card holder's origin, race, age, gender, sexual orientation, religious affiliation or views.

In the case of minors, it is the responsibility of the parents or guardians, not the Trustees or staff, to monitor and approve the selection of materials made by children. It is the parents or guardians (and only these) who may restrict their children (and only their children) from access to library materials and services. Parents or guardians who prefer that their children not have access to certain materials or services should so advise their children. The Library, its trustees and staff are charged with the responsibility of providing equal access to library materials and services to all library users.

Confidentiality

The library's circulation and account records are confidential (RSA 201-D11). The Trustees, Director or staff shall not make these records available to any agency of the state, federal or local government without consent or by subpoena, court order, or where otherwise required by statute.

Upon receipt of such process, order or subpoena, the Director shall seek legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena is not in the proper form or if good cause has not been shown, the Director will insist such defects be cured.