

Mountain Top Library Confidentiality of Library Records Policy

Staff and patron information is confidential and should not be discussed with any person or persons outside the library. Copying, removing, allowing unauthorized access to library or patron documents, information, files or mailing lists, or any form of distribution of patron or staff information is not allowed. Any breach of this confidentiality requirement is grounds for termination. The library will deny access to these files to creditors, collection agencies and other outside sources, except where an employee has given written consent or a subpoena has been issued.

*Approved 2019