

## **Confidentiality of Library Records**

The library's circulation records and other records identifying the names of library users are confidential in nature and information from those records will be given to no individual.

Such records will not be made available to any agency of the State, Federal or local government except pursuant to such process, order, and subpoena as may be authorized under the authority of, and pursuant to Federal, State or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order, or subpoena, the Town Manger will consult with 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 proper form or if good cause has not been show, they will decline to comply until defects are corrected.