

April 8, 2010

Annapolis Valley Regional Library

Privacy Policy

The Annapolis Valley Regional Library (AVRL) is committed to protecting the privacy of our users. All library records that identify patrons by name are confidential. Such records include all personal information collected from patrons (address, telephone number, etc.), which is necessary for the provision of service to the public and all data linked to that information (materials borrowed, databases used, etc.).

Personal information will be used to provide library services, including collection of outstanding accounts, circulation of library materials, access to library programs & services, fundraising & publicity and to respond to inquiries. It may also be used to prevent fraud or abuse of library services.

Personal information will only be released to or shared with a third party upon presentation of a subpoena or court order.

Library staff have a responsibility to respect the privacy of individuals and the confidential nature of personal information. Staff will view and amend patron records only as required to perform appropriate library functions. Staff are not permitted to view or amend records for purposes outside the scope of their duties.