


<b>POL-LIB-2017-09</b>	<b>Issue No: 1.0</b>	<b>October 27, 2016</b>
Prepared By: <b>Elise Vidal</b>	Page 1 of 2	Approved By: 
<b>Patron Privacy and Confidentiality Policy</b>		

**PURPOSE**

The mission of Thomas Branigan Memorial Library (TBML) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The purpose of this policy is to help ensure the privacy and confidentiality rights of all library users.

**POLICY**

TBML supports the confidentiality of data regarding the use of the Library’s materials and services in accordance with New Mexico State law and the American Library Association (ALA) *Code of Ethics*. Refer to the **New Mexico Library Privacy Act [18-9-1 NMSA 1978], as amended.**

**PROCEDURE**

1. Patron records will not be disclosed or released to the public without a court order issued to the library.
2. Library staff are authorized to access a patron’s personal information only in the performance of their job duties.
3. TBML only retains patron data that is essential to the delivery of library services.

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<b>UPDATES</b>		
<b>ISSUE</b>	<b>PAGE</b>	<b>DETAILS</b>
<b>1.0</b>		<b>Policy Creation</b>

<b>PEER REVIEW</b>	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Assistant Senior Kelly Miller	Title: Library Assistant Senior Ryan Roy
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sharon Shoemaker	Title: Library Advisory Board, Member Sue Patterson
Title: Library Advisory Board, Member Elsie Ramirez	