

Ann Arbor District Library
Confidentiality Policy
Disclosure of Patron Registration Information

It is the policy of the Ann Arbor District Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided herein.

All patron information shall be treated by the staff of the Ann Arbor District Library as confidential, including name, address, phone number, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

1. Registration Records: This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see Policy 3.1H: Privacy of Patron Records.
2. Notification of the Library Director: Any employee of the Ann Arbor District Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.
3. Action by the Library Director: The Library Director, in a timely manner, shall review all requests and orders, consult with the library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and the Michigan Freedom on Information Act, 1976 District Act 442, MCL 15.231 - 15.246.
4. Requests for Registration Information: The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the library board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243 (1).
5. Freedom of Information Act Requests for Registration Information: The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information. See policy 3.3 Freedom of Information Act: Denial for Request for Information.

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