

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 701

Subject: Library Privacy Policy

The Crawford County Library Board endorses the Library Privacy Act Amendment signed into law in 1996, PA 188.

Public Act 188 of 1996 was recently signed into law to amend the Michigan Library Privacy Act. The Act now permits disclosure of library records if the library receives “written consent of the person liable for payment for or return of the materials identified in that library record.” MLC 397.603 (2). If a parent or legal guardian signs to accept legal responsibility for return of his or her child’s library materials and to accept financial liability for that child’s library fines and other charges, the parent or guardian may authorize the disclosure of that child’s library records.

This means that if parents come into the Crawford County Library and want to know what books their children have checked out, library staff may give the titles the parents if:

1. The parent signs to accept responsibility for his or her child’s library debts. And
2. The parent signs a disclosure form giving consent on behalf of the child for the release of the child’s library records. (The parent must be able to prove and verify that they are the parent or legal guardian by showing a birth certificate or court document as acceptable proof.)

The Library Privacy Act indicates that the form of “written consent” is determined by the library. Crawford County Library requires the completion of Policy Form 701.2 as outlined in the Library Policy Manual.

ADOPTED: July 24, 2001

REVIEWED: