



Privacy and Confidentiality Policy

The Topsfield Town Library maintains confidentiality concerning all patron records and transaction as required by law. According to Massachusetts General Laws, Chapter 78, Section 7 “that part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause twenty-six of section seven of chapter four.”

Confidentiality extends to information sought or received, materials consulted or borrowed; and includes database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials regardless of age.

The Topsfield Town Library recognizes the potential need for parents or legal guardians of minors to have information on borrowed library material in order to rectify paying for or finding material for which they are financially responsible. Library staff may release this information if the circumstance is warranted and the parent or guardian is in possession of the minor’s library card or has other means of consent.

A subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power is required prior to release of a patron’s library record. Upon receipt of any such subpoena or search warrant, the Library Director will consult with town legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing a patron’s confidential information.

The Topsfield Town Library also adheres to the [MVLC PRIVACY POLICY](#)

Date	Reason for Revision
October 14, 2003	Policy created
March 11, 2025	Updated entire policy. Added logo.