

## **Circulation Policy No. 15**

**Subject: DISCLOSURE OF LIBRARY RECORDS, COMPLIANCE WITH  
MICHIGAN PRIVACY ACT**

**Adopted by Board July 14, 1993**

**Revised November 13, 2003; February 9, 2005; March 17, 2021**

### **Disclosure of Library Records**

As permitted by the Library Privacy Act (Act 455 of 1982, as amended.), the West Bloomfield Township Public Library will disclose library records to a third party(ies) upon the written consent of the cardholder. The third party(ies) designee must present picture identification and the library card number of the consenting cardholder when collecting a hold or requesting any information on the consenting cardholder's library card record. The Library provides a consent form, which must be filled out and signed by the cardholder (see attached). The consent form will be kept on file with a note placed in the cardholder's record and checked when the disclosure of library records is requested.

The written consent of the cardholder does not extend personal use of the cardholder's library card to the named third party(ies) designee for any library privileges or services.

It is the responsibility of the cardholder to revoke the consent for disclosure of library records by written notification to the Library.