Wilkens Library
Cape Cod Community College
Confidentiality and Privacy Policy

The Wilkens Library will protect the essential confidential relationship which exists between the library user and the library. The Wilkens Library will protect the confidentiality of the following information:

- Circulation records
- Registration records
- Materials request records
- Reference transactions
- Internet search records

The Wilkens Library will not reveal to any outside source any information from these records which may lead to individual identification, except when compelled by legal authority such as a subpoena, when authorized in writing by the individual concerned or when performing a loan transaction with another library on behalf of the individual concerned.

Challenges to the Wilkens Library confidentiality and privacy policy will be forwarded to the office of the Massachusetts Community College Counsel.

Reviewed June 2018