



Employee Confidentiality Agreement

As an employee of a NOBLE member library, I understand that I will be working with sensitive and confidential information about library users. I agree that what I learn about people's use of the library and our collections is not to be discussed with anyone outside the library and in the library only when needed to provide service and follow library and NOBLE policies.

When sharing information with other library staff in the course of my work, I will be careful to keep the conversation private and not overheard by others.

I will keep the information in the NOBLE system private by not letting other people have access to it and I will only change or delete information required by the job.

I will only use information in the system to provide library service as directed by library supervisors and library policies. I understand that a person's use of the library is not public information according to Mass. General Laws. I agree that I must check the identity of a person before giving them information from library records and then only giving the information to that person.

I understand that any borrower information request from anyone else, including law enforcement agents, must be referred to the library director or supervisor on duty.

I am aware that any violation of these rules will be forwarded to the library director for action.

Signature

Date

Name (printed)