

## **CONFIDENTIALITY OF LIBRARY RECORDS**

### **Library Records:**

The Board of the Kaubisch Memorial Library recognizes that library records and patron information are confidential. According to Ohio Revised Code 149.432 library records are defined as a record in any form that is maintained by the library that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use library services or borrow materials.
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual, and that is retained for studying or evaluating the use of the library is not considered confidential and is not subject to this policy.

### **Exceptions to Confidentiality:**

Library records and patron information shall be released in the following instances:

- The parent, guardian, or custodian of a minor under age 18 requests the information
- In accordance with a subpoena, search warrant, or other court order
- To a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- The patron requests or consents to the release of his/her information.
- The use is for various administrative library purposes, including but not limited to the following:

- The establishment and maintenance of a system to manage library records
- The transfer of library records from one records management system to another
- The information documents improper use of the internet at the library
- The collection of fees, penalties, and non-returned library materials.

**Release of information:**

Staff are not to speak or otherwise distribute any information listed on a borrower's registration or record to anyone other than the patron, except in the case of a parent, guardian or custodian of a child under the age of 18. All law enforcement requests for patron information shall be referred to the Library Director for authorization. The following procedures should be followed:

- The staff member receiving the request, subpoena, etc. to examine or obtain patron information will immediately refer said person making the request to the Director or other authorized person who may explain the confidentiality policy.
- The Director upon receipt of such request, process order or subpoena shall consult with the Library's legal counsel regarding said request, process order or subpoena.
- If it is determined that the request, process, order or subpoena is not proper, the request, process, order or subpoena may be refused.

Any unauthorized or improper demands concerning circulation and other records identifying the names of Library patrons shall be reported to the Director, who in turn shall report the same to the Library's legal counsel.

Any additional problems relating to the privacy of Library records shall be reported to the Director, who in turn may consult the Library's legal counsel.

Kaubisch Memorial Public Library

Any and all matters relating to the above matters shall be reported in a timely matter to the Board of Kaubisch Memorial Public Library.

Approved by Library Board of Trustees May 23, 2019