

Brookings Public Library Policy:	Title: Confidentiality of Library Records Policy	
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I. PURPOSE

To establish a written policy in regard to the confidentiality of Library records.

II. POLICY

In order for people to make full and effective use of library resources, they must feel confident that information about the books they read, the materials they use, the questions they ask, and computer/internet usage will remain private. Therefore, the Board of Trustees of the Brookings Public Library has adopted the following policy concerning the disclosure of information about library patrons.

III. DEFINITIONS

A. Confidentiality: The ethical principle or legal right that the Library and Library staff will hold secret all information relating to patron library use, unless the patrons give consent permitting disclosure

IV. ADMINISTRATION

- A. No employee of the Brookings Public Library shall divulge any information that identifies library patrons with materials borrowed, questions asked, information requested, meetings attended, computer/internet usage, or the frequency or dates of visits to the library. However, a parent or legal guardian requested to pay fines or penalties incurred by a minor child for materials borrowed may, upon demand, be informed of the specific materials borrowed and the reason for imposition of the fines or penalties.
- B. This policy does not prohibit library employees from responding to a parent's telephone request to contact a minor child while the child is at the Brookings Public Library, or prohibit the release of composite library statistics.
- C. Procedures have been developed to address compliance with requests by law enforcement officers. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn consult with the Board of Trustees and the City Attorney before complying with the order.