

## CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Access to public records is governed by IC 5-14-3. The Frankfort Community Public Library supports the State of Indiana's policy of providing the broadest possible public access to information regarding the affairs of government and official acts of public officials and employees.

In this spirit, the Frankfort Community Public Library exempts from public disclosure, as provided for in the Indiana Code only those records necessary to protect the privacy of the staff and patrons. The law is quoted on the following pages A-H.

IC 5-14-3-9 effective July 1, 1997 (HEA 1945)

The library must permit inspection and or copying of public records when a written request is made in person (Denial must be within 24 hours) or by mail or facsimile (denial must be within 7 days). Only exempted public records may be denied (IC 5-14-3-4b). Denial must be made in writing and include a statement of the specific exemption or exemptions authorizing the withholding of all or part of the public record. These include:

- Work products of an attorney representing the Library
- Computer programs, codes filing systems, and other software owned or entrusted to the library
- Technical information that would jeopardize recordkeeping or security
- Deliberative or speculative material produced internally or externally for the purpose of decision-making
- Materials prepared for or used during an executive session

Library staff members are not authorized to disclose such records to any third party, except as set forth herein, and shall consult with the library's legal counsel prior to responding to such request.

The Library must permit inspection and or copying of the following library records, when presented with proper identification and a **court order**, otherwise these records are to stay confidential. (IC5-14-3-4(b)(16)).

- Computer Sign Up Sheets
- Patron Registration Records
- Personnel Records
- Fax Sign Up Sheets
- ILL Records
- Circulation Records (including fines and overdues)
- Video surveillance footage used to identify a patron

The records of minors may be made available to their parents or guardians showing proper identification.