

HCL Confidentiality of Library Records Policy

In accordance with South Dakota Codified Law 14-2-51 and the ALA's Library Bill of Rights, 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 Harrisburg Community Library has adopted the following policy concerning the disclosure of information about library patrons.

Except as may be required by applicable law, no employee of the Harrisburg Community Library shall divulge any information that identifies library patrons with materials borrowed, questions asked, information requested, meeting attended, computer/internet usage, or the frequency or dates of visits to the library.

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 Harrisburg Community Library, or prohibit the release of composite library statistics.

Procedures have been developed to address compliance with requests by law enforcement officers. Should any library employee be 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.

South Dakota Codified Law 14-2-51. Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a person.

No library records or information derived during the use of library resources shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.