

# **Morgan County Public Library**

## **Privacy Policy**

*Approved by the Board of Trustees August 27, 2018*

The Morgan County Public Library subscribes to American Library Association Code of Ethics (statement III) which affirms, "...we protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

### **Collected Patron Information**

To obtain a library card, we ask for and record the following information on paper and in an electronic database: full name, address, phone number, driver's license number, township and county of residence, date of birth and e-mail address (if applicable).

### **Confidentiality of Library Records**

By Indiana law, all records relating to library patrons and their use of library materials and services are strictly confidential. Library staff members are **not** authorized to disclose such records to any third party. Only the authorized staff members, independent contractors, and other authorized agents of the Library shall access patron records, and such access shall occur only as needed when acting within the scope of duty in the administration and maintenance of the Evergreen library system and in administering library transactions. Any person authorized to access this information, must maintain strict confidentiality.

Minors are accorded the same confidentiality rights as adults under Indiana law.

We do not make any information about you or your use of library services or materials available to anyone or any group **except** in these situations:

#### **Subpoena, Search Warrant, Court Order**

We will provide information to law enforcement personnel if presented with a subpoena, search warrant, or court order. If such a document is issued, the Library Director may consult legal counsel to assure the document is in proper form before complying.

#### **Emergencies**

Emergencies involving public health/safety may require an immediate decision. In such cases, the Library Director or other designated staff member will be contacted. Legal counsel will be consulted when possible.

#### **Parent/Guardian Access to Information**

The laws of Indiana require a library to provide information about a minor child to her/his parent, guardian, or custodian. This information cannot be disclosed via telephone; the parent, guardian, or custodian must come in to the library with proper identification and

Speak with the Library Director or other designated staff member. The library will not allow a noncustodial parent access to the child's library records if a court has terminated the parent's legal rights and the library has received a copy of the court order or has actual knowledge of the court order.

### **USA Patriot Act**

The 2001 USA Patriot Act expands federal law enforcement's surveillance, seizure and investigative powers. If library records are requested under the USA Patriot Act, the law states that, in certain circumstances, library staff cannot inform the person about whom the information is requested, cannot speak to co-workers, the media or other government officials about the inquiry. Such requests may only be reported to the appropriate higher authority within the library.

In brief, under the USA PATRIOT Act, federal agents may request records of your library activities (including materials you borrow and your computer workstation usage). That federal law prohibits Library staff from informing you or anyone else if federal agents have obtained records about you.

### **Video Surveillance**

The Morgan County Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected library premises are under continuous camera surveillance and recording. Signage will be posted at the library entrances disclosing this activity.

Cameras will not be installed in areas where staff and patrons have a reasonable expectation of privacy.

Video image recordings and still shots may be used to identify the person or persons responsible for library policy violations, criminal activity, or activity considered disruptive to normal library operations.

Video recordings and still shots may be used to assist law enforcement agencies in accordance with applicable state and federal laws. All requests for camera footage or still shots will be referred to the Library Director or Assistant Director. In the event of a search warrant, which is executable immediately, Library staff will comply with the warrant and notify the Director at the earliest opportunity.

Images may be shared with library staff to identify person(s) suspended from library property and to maintain a safe and secure environment.

Video records may be retained as long as considered necessary by the Library Director.

Recordings shall not be used or disclosed other than as specifically authorized by this policy.