

Patron Confidentiality Policy

The Oakland City Columbia Township Public Library supports its patrons' right to privacy and works diligently to protect confidentiality of patron information and library records in accordance with Indiana Code 5-14-3-4. Therefore, the library adheres to the following:

Patron information is defined as personally identifiable information about an individual who has used any library service or borrowed any library materials.

A library record is defined as information created, received, maintained, or stored by a library, in any format that :

- Identifies a person as having requested or obtained specific materials and/or information from a library, including database search records, or
- identifies a library patron by name, address, telephone number, e-mail address, or any other similar manner, or
- Otherwise links a patron with identifiable uses of library materials, facilities, or services.

All employees and volunteers at the Oakland City Columbia Township Public Library shall hold in strict confidence any information relating to the patrons use of the library, its services and its resources. Use of the library includes visits to the library and therefore; library staff and volunteers will not disclose who has been in the library building. In the event of a family emergency, such as a missing child, the Library Director or its representative may disclose information to local law enforcement without a court order.

Patron information and will only be shared

- When required by a court order;
- For library administration purposes including information shared between libraries to facilitate interlibrary loans, collect fines, retrieve overdue materials, and other library related business;
- At the request of the individual who is the subject of the record or information.

Upon request, adult library users will be given access to all information concerning their records that the library has on file.

Minors: Only Parents/Guardians who have signed to accept financial responsibility for children under the age of 13 years old will be allowed all access to their child's library records. Parents of children 13 and older will be granted access only to information regarding overdue or damaged library materials. The requestor must present the library card or current ID to receive this information.

When necessary, the library will contract with a third party partner to offer library services to patrons. Library users should refer to user agreements and terms of services to understand the third party polices. These third party partners also include any external websites that are linked on the library's website.

Approved at the October 12, 2016 Board of Trustees meeting.

Serving the community by providing informational and recreational opportunities in a relaxed, friendly atmosphere.