



# **NEW CASTLE • HENRY COUNTY**

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## **PUBLIC LIBRARY**

### **New Castle-Henry County Public Library Patron Privacy Policy**

Library information in any form about library patrons and their use of the Library is private in nature, and is protected to preserve the patron's intellectual freedom.

Confidentiality also extends to information sought or received as well as materials consulted, borrowed or acquired. Confidential material includes search records, reference interviews, circulation records, computer use records, interlibrary loan records and other personally identifiable uses of library materials, facilities and services.

#### **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, mailing address, phone number, township and county of residence, date of birth and e-mail address (if applicable.)

A PIN (Personal Identification Number), in conjunction with the library card number indicated on your card, is required to access your account information from one of the library's online public access catalogs or from any computer with Internet access. We do not write your PIN on your card; patrons are responsible for protecting their PIN. Your PIN is confidential.

#### **Confidentiality of Library Records**

By Indiana law (IC 5-14-3-4(b)), 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. Minors are accorded the same confidentiality rights as adults under Indiana law.

The Library does not make any information about patrons or patron use of library services or materials available to anyone or any group except in these situations:

#### **Library Use**

The Library may provide patron information to a third party to be used in claims against library patrons for collection of fines, materials, and other expenses. The Library may also disclose patron information in litigation where these records are material.

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

The Library 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 with legal counsel to assure the document is in proper form before complying.

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

Indiana law requires a library to provide information about a minor child under 18 to his parent, guardian or custodian. This information cannot be disclosed via telephone or electronically. The parent, guardian or custodian must come to the library with proper identification in order for the library to disclose the child's library records.

The library will not allow a noncustodial parent access to a child's library record if a court has terminated the parent's legal rights and the library has received a copy 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.

Patron Privacy Policy  
Adopted May 20, 2013

Policies Superseded by This Policy:

- *Confidentiality of Library Patron and Circulation Records Policy, adopted May 15, 2000*