

Putnam County Public Library Confidentiality of Library Records Policy

Any person may inspect and copy the public records of the Putnam County Public Library during regular business hours. The library may establish rules and procedures as may be necessary to protect the security of the public records in its custody, and may require that a staff member be present during any inspection of records by a member of the public.

Records Excepted from Disclosure

In accordance with I.C. 5-14-3, the following records are excepted from disclosure to the public:

- Personnel files of employees and files of applicants for employment, except for:
 - The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the public agency;
 - Information relating to the status of any formal charges against the employee; and
 - Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.
- Technical information that would jeopardize record keeping or security
- Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it
- Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1
- The identity of a donor of a gift made to the library if the donor requires nondisclosure of his identity as a condition of making the gift; or after the gift is made, the donor, or the donor's family, requests nondisclosure.
- Library or archival records: which can be used to identify any library patron; or deposited with or acquired by a library upon a condition that the records be disclosed only:
 - To qualified researchers; after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - after the death of persons specified at the time of the acquisition or deposit.
- The work product of an attorney representing the library
- Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal
- Deliberative or speculative material produced internally or externally for the purpose of decision-making

Confidentiality of Library and Circulation Records

Pursuant to provisions of I.C. 5-14-3-4(b)(16), all records relating to library patrons and their use of library materials and services are deemed confidential, subject to said records being used

- in claims against library patrons for collection of fines, materials, and other expenses
- in any other litigation wherein said records are material, or
- when said records are ordered to be disclosed by a civil, criminal or administrative court having jurisdiction over the same, subject to court order.

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 records of minors may be made available to their parents or guardians.

Adopted by the Putnam County Public Library Board of Trustees December 19, 2001