

Confidentiality of Library Records

Public Records: As a public agency, the Library is required by law to make available all records of its affairs and the official acts of those who represent the library in accordance with IC 5-14-3. This statute mandates disclosure of all public records that are not specifically exempted.

Public Records Exempted from Public Disclosure: In accordance with IC 5-14-3-4(a), there are certain library records that the library may not make available for public disclosure (unless public access to the records is mandated by state or federal law or by court order). Additionally, in accordance with IC 5-14-3-4(b) certain other library records may not be disclosed unless the library, in the exercise of its discretion on a case-by case basis specifically determines they may be disclosed. These include the following:

- Work products of an attorney representing the library
- Computer programs, codes, filing systems, and other software owned or entrusted to the library.
- Technical information that would jeopardize record keeping or security
- Deliberative or speculative material produced internally or externally for the purpose of decision-making.
- Materials prepared for or used during an executive session
- Library or archival records:
 - Which can be used to identify any library patron; or
 - Those deposited with, or acquired by, the 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.

Patron Information: Any information the Library maintains on patrons and their use of library materials is deemed private and confidential. IC 5-14-3-4(b)(16). The records of minors may be made available to their parents or guardians.