

# Nampa Public Library

## Privacy and Confidentiality of Library Records

Approved by the Board of Trustees 9/10/2012

Nampa Public Library's privacy and confidentiality policies comply with applicable federal, state, and local laws. Idaho Code 9-340E exempts from disclosure under open records law the records of a library, which, when examined alone, or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from a library.

The Library Director is custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Director confers with legal counsel before determining the proper response to any request for records. Library records are not available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form or pursuant to a public records request as set forth in Idaho law. All library staff and volunteers are trained to refer any law enforcement inquiries to the Library Director.

### **Staff Access to Personal Data**

Library staff access personal data stored in the library's computer system only for the purpose of performing assigned library duties. Staff will not disclose any personal data collected except where required by law or to fulfill a library service request. The library does not sell, lease or give users' personal information to companies, governmental agencies or individuals except as required by law or with the user's authorization.

### **User Access and Responsibility**

Library users are entitled to view their personal identity information and are responsible for keeping that information accurate and up-to-date.

### **Parents and Children**

The Library respects the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child's library records must present their own library card or provide photo identification and be linked as a parent or guardian in the library data system.

### **Illegal Activity Prohibited and Not Protected**

Users may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Customer Behavior Policy, protect its resources, network and equipment from harm, or prevent the use of library facilities and

equipment for illegal purposes. The library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.