



ADMINISTRATIVE POLICY MANUAL

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Section: Service

Subject: Confidentiality of Library Records

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(Rev. 09/17/03) (Rev 10/15/03) (Rev 06/16/04)

Summary: This document addresses the issue of confidential use of the library by customers.

Policy: The Olathe Public Library recognizes its records identifying the names of library customers to be confidential in nature.

1. All outside inquiries regarding access to customer registration and circulation records will be referred to the Library Director and no records may be made public without expressed approval of the Library Director. Customer registration and circulation records are exempt from the Open Records Law (K.S.A. 45-221 (23)).
2. Library staff will not disclose library customer's use of the library with respect to information sought or received, except pursuant to a valid court order or subpoena authorized under federal, state, or local law.
3. The Olathe Public Library will not retain a customer's records beyond their use for circulation or control purposes.
4. Parents or guardians of children under 18 years of age may, upon presentation of proper identification, obtain the current status of their child's circulation record or withdraw their authorization for the child's library card.
5. Nothing in this regulation shall be construed to prohibit the Olathe Public Library from disclosing a customer's records to a third party collection agency when that customer has past due fines or library materials that have been checked out and not returned; the Library Director is authorized to submit such customer records to a third party collection agency pursuant to any agreement approved by the Library Board.
6. Nothing in this regulation shall be construed to prohibit the Olathe Public Library from disclosing a customer's records to a third party agency for the purpose of generating mail notices.