

I. CONFIDENTIALITY POLICY

The Board of Trustees of the Edward Chipman Public Library District believes it is in the interest of its patrons, residents and taxpayers to preserve the confidences of its library users. This Board formally adopts the following policies:

(1) Circulation records and other records identifying the names of library users with specific materials are recognized as "confidential" in nature, and access is restricted to library staff, qualified academic researchers, and those members of the public with a legitimate interest.

(2) All library staff and employees are advised that such records shall not be made available to casual members of the public, the press, or to any agency of state, federal or local government, except by order or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures of legislative investigation.

(3) Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, the library staff member in charge will immediately contact the Library Director. The Director will then consult with the President of the Board. The President of the Board may then seek legal counsel to insure that (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance. Until the legality of such process, order, or subpoena has been affirmed by the attorney, the Library will resist its enforcement until any such defects have been cured.

This policy shall be in full force and effective immediately upon its passage, and any prior resolutions or policy statements to the contrary are hereby repealed; and should any part be found invalid or unconstitutional, that portion shall be severed and shall not affect the validity of the remaining portion.