

PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES
CONFIDENTIALITY POLICY

PURPOSE

The purpose of the Confidentiality Policy is to ensure confidentiality of Patron information at the Phoebe Apperson Hearst Library

SOURCE

Hearst Library Board of Trustees and Hearst Library Director

POLICY

- It is the policy of the Hearst Library to protect the privacy of those who use the library
- Staff members and volunteers shall protect personal information about library patrons including
 - requests for information and materials
 - online sites and resources accessed
 - all loan transactions
- Staff shall not transmit such information to individuals or any private or public agency without an order from a court of competent jurisdiction, or as otherwise required by law
- A borrower 13 years or older may chose to indicate which party or parties shall act on his or her behalf for checkout and/or pickup of materials checked out on his or her library card

South Dakota Codified Law 14-2-51:

Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Approved by:

Hearst Library Board of Trustees President

8/22/22

Date

Hearst Library Director

Review Date: August 22, 2022