

SEWARD COMMUNITY LIBRARY & MUSEUM CONFIDENTIALITY OF LIBRARY RECORDS POLICY

The law of the State of Alaska regarding the confidentiality of library records reads as follows:

Alaska Statute Chapter 25. Public Record Disclosures

SEC. 40.25.140. CONFIDENTIALITY OF LIBRARY RECORDS

- a. Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.
- b. Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.
(see <http://library.alaska.gov/dev/pllaw.html>)

To conform to this law, all library staff with no exceptions will adhere to the following:

1. Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be provided to anyone, including parents, guardians, spouses and law enforcement officers without court order.
2. A person requesting information about his or her own card may be given the information if they present his or her library card or one of the following pieces of identification:
 - Passport.
 - Alaska Driver's License or valid Alaska Learner's permit.
 - Valid Out-of-State Driver's License.
 - State of Alaska personal identification card.
 - Military Identification Card
 - School issued student ID
 - Alien Registration Card
 - Employer Picture ID
 - Other government-issued photo ID (including photo ID's issued by other countries)
3. Parents or guardians must have their child's library card in hand to obtain information. They may be given the titles of books their minor children have borrowed only if they provide staff with the child's library card number over the phone, have the library card in hand, or if the child is present and gives permission.
 - a. **A minor's address and phone number are considered confidential and are not to be provided to anyone including a parent or guardian.**

- b. Parents may be told if their child is registered. **If for any reason, verification of correct name must be done using the address, the parent must give the address; staff shall not reveal it.**
 - c. A minor child is defined as anyone under eighteen (18) years of age.
- 4. A person may obtain information over the telephone about items on his or her own record only if s/he can give you the matching library card number or Alaska Driver's License number.
- 5. All notices sent to patrons will be in envelopes or otherwise suitably masked to maintain confidentiality.
- 6. If at any time there is a question about giving out information from library patron files and records, the staff member will **CHECK WITH THE LIBRARY DIRECTOR OR THE LIBRARIAN ON DUTY.**

Approved by City Librarian: Bailey Sayler