

## **Confidentiality of Library Records Policies**

The Nebraska Public Records Statutes (Neb. Rev. Stat. §§ 84-712 to 84-712.09) authorize the Crete Public Library to withhold from the public all records or portions of records which, when examined with or without other records, reveal the identity of any library patron using the Library's materials or services. All registration and circulation records of the Library, except statistical reports, shall be treated as confidential information that may be withheld under Neb. Rev. Stat. § 84-712.05(13). The Library will also treat information displayed on its computers or printers as confidential.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons borrowing particular books and other materials and using library technology.

### Procedures for Maintaining Confidentiality of Library Records

- Library staff members that receive an oral request for information pertaining to library records will immediately refer the person making the request to the Director. The Director shall then explain the confidentiality policy and advise the requestor that, if they still wish to request the records, a written public records request must be filed with the City Clerk. All written requests for information shall be forwarded to the City Clerk for the City Administrator and City Attorney to review.
- Upon receiving a written request for access to or copies of confidential library records, the City Attorney shall provide a written denial of the request within four business days after receipt of the request, which shall include:
  - A description of the contents of the records withheld and a statement of the specific reasons for the denial, including citations to the particular statute and subsection thereof expressly providing the exception;
  - The name of the public official responsible for the decision to deny the request; and
  - Notification to the requester of any administrative or judicial right of review.
- The City Clerk shall maintain a file of all letters of denial of requests for records.
- If the City or the Library receives a judicial order or subpoena for confidential records, the City Administrator shall be notified and may consult with the City Attorney to determine the legal options the City and the Library have to ensure the registration and circulation records remain confidential.
- Any threats or unauthorized demands (i.e. those not supported by a judicial order or subpoena) concerning registration, circulation, and other public records identifying the names of library users shall be reported to the City Administrator.
- Any problems relating to the privacy of registration, circulation, and other public records identifying the names of library users which are not provided for above shall be referred to the Director.

*Approved by the Crete City Council, July 2022*