

JOHN A STAHL LIBRARY Confidentiality Policy

All circulation records and other records which identify and link names of John Stahl Library patrons and users with specific materials are confidential in nature and should be regarded as such.

In order for people to make full and effective use of library resources, they must feel confident that information about the books they read, the materials they use and the questions they ask will remain private. Therefore the Board of Trustees of the John A Stahl Library has adopted the following policy concerning the disclosure of information about library patrons.

In accordance with the Privacy Act and Nebraska Statute 84-712.05, the Board recognizes that patron registration and circulation records are confidential in nature. All library employees are advised that such records are private and shall not be made available to any agency of state, federal, or local governance unless a subpoena, warrant, court order or other official investigative document is issued by a court of competent jurisdiction that shows good cause and is in proper form

All trustees, library employees and volunteers are prohibited from disclosing this information to the general public. All trustees, library employees and volunteers are advised that such records shall not be made available to any agency of state, federal or local government except to such process, order or subpoena if good cause for its issuance has not been shown or if any defects in its issuance have not been procured. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the library director who shall in turn consult with the City Attorney before complying with the order.