

## BARTHOLOMEW COUNTY PUBLIC LIBRARY

### POLICY FOR REVEALING INFORMATION ABOUT LIBRARY USERS

A. According to Indiana law, no information will be revealed about an individual's use of the library without the specified court order.

This information includes:

1. Status of the borrower's current or expired registration.
2. Current or past borrowing information including:
  - a. Items checked out.
  - b. Overdues or unreturned items.
  - c. Payments made for overdue or lost materials.
  - d. Reserves for BCPL books and audiovisual items.
  - e. Interlibrary loan requests.
3. Current or past services provided including:
  - a. Requests for reference assistance.
  - b. Use of computers.
  - c. Internet searching.
  - d. Use of photocopy machines or microform readers.
  - e. Registrations for library programs.
  - f. Use of meeting rooms.

B. A parent or guardian of a child (under the age of 18 years) can request and will be given information about their child's:

1. Current use of the library.
  - a. Items checked out.
  - b. Overdues or unreturned items.
  - c. Payments made for overdue or lost materials.
  - d. Reserves for BCPL books and audiovisual items.
  - e. Interlibrary loan requests.
  - f. Computers sign-up (available for current day only).
  - g. Reservations for library programs

C. Any adult, teen, or child who displays items in a BCPL table display or display case will not be identified to the public. Information accompanying the display may reveal:

1. First name.
2. Age or grade in school.
3. Occupation.
4. Photograph.
5. Name of collection or display.

D. Children will be identified by first name only on:

1. Storytime nametags.
2. Reading Club final totals or other items displayed on library walls.
3. Reproduced bookmarks, posters, or other graphics designed during library contests.