

Tipton County Public Library Access to Public Records Policy

The Tipton County Public Library provides access to public records in accordance with the following policy:

Access to public records is governed by Indiana Code 5-14-3. All citizens are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees, subject to certain limitations.

The library has the responsibility to protect its public records from loss, alteration, mutilation, unauthorized access or destruction, and to regulate any interference with the regular discharge of the functions or duties of the library and its employees.

A request for inspection or copying of public records owned by the library must be in writing on the "Request for Access to Public Records" form provided by the library and must identify with reasonable particularity the record being requested. Request forms may be submitted in person, by mail, or email.

A patron shall be allowed access to his/her library records concerning currently checked out materials and fines. The library is not responsible for information gained by anyone other than the patron if the patron has lost or loaned his/her card, or if someone has obtained the patron information by illegal or inappropriate methods.

A parent or legal guardian of a child shall be allowed access to his/her child's library records concerning currently checked out materials and fines. The library will not allow a noncustodial parent access to the child's library records.

The library director shall respond to a Request for Access to Public Records within five working days of receipt of the request, and the response will be in writing. In the absence of the library director, the person in charge is designated to respond. "Respond" does not mean that the library will provide the records at that time but only acknowledges receipt of the request. The library has a reasonable period of time to provide access to the records or to deny the request.

If a request is denied, the library will provide a statement of the specific exemption authorizing the withholding of all or part of the public record. If the request is not denied, the library shall either allow inspection of the records or provide copies to the person as requested. Originals shall not be removed from the library premises, and any inspection may be supervised.

In the event that the requested record contains both material that is permitted to be disclosed and material that is exempted from disclosure, the library shall, to the extent possible, separate the material that may be disclosed and make it available for copying and/or inspection. In the event the record is a computer record which cannot be separated for inspection, the library shall not be required to disclose the record in that format.

Requested records to be duplicated will be furnished upon receipt of payment for copying, which is based on the photocopying fee schedule at the time the records are copied.

EXEMPTED RECORDS

Some records are exempt from disclosure by law (IC 5-14-3-4). The following records are exempt from disclosure and will not be made available for public inspection:

1. Personnel files of library employees and files of applicants for employment, except for:
 - a) The individual's name, compensation, education, job title and description, education and training, previous work experience, dates of first and last employment of present or former officers or employees of the library;
 - b) Information relating to the status of any formal charges against an employee.
 - c) Information regarding disciplinary actions in which final action has been taken and which resulted in the disciplining or discharging of an employee
 - d) All personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or groups, if unnamed employees, may be disclosed.
2. Any administrative or technical information which could jeopardize a record-keeping or security system.
3. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.
4. Records prepared specifically for discussion, or created during discussion, at any legally called executive session.
5. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
6. Any library records which can be used to identify any library patron. The Board of Trustees of the Tipton County Public Library specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature, in accordance with provisions in the Indiana Code (IC 5-14-3-4(b) and IC 5-14-3-4(b)(16)). Further, the Board subscribes to the American Library Association code of Ethics, which says in part, that "We protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired, or transmitted."

Additional records may be exempted from disclosure at the library's discretion (IC 5-14-3-4(b)), and any request for those records will be determined on a case-by-case basis.