

# BARTON

## LIBRARY

*Dare to Know*

## Confidentiality of Library Records

The selection of library materials and the use of the Barton Library's services is a private matter for each patron. To fully benefit from the Library's resources, patrons must feel secure that their reading choices, resource usage, and inquiries will remain confidential. The Library is committed to protecting patrons' privacy and will make all reasonable efforts to ensure that their information stays private.

The Library supports the [Code of Ethics](#) of the American Library Association, which states, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

- The Director of Library and College Archives ("the Director") is responsible for managing records at the Barton Library. The Director will handle any requests for library records or information about patrons.
  - The Library collects only the necessary personal information and retains it for the shortest time possible.
  - Information collected from current Library users includes:
    - Information needed to create a patron account.
    - Records of materials borrowed.
    - Requests for interlibrary loans or reference services.
    - Sign-up information for library events.
    - Emails about checked-out or returned materials.
  - According to the Kansas Open Records Act ([Kansas Statutes Annotated 45-221](#) as amended), some records must be available for public examination. However, the following records are not required to be disclosed:
    - Exception 23: "Library patron and circulation records that relate to identifiable individuals."
  - [Attorney General Opinion 95-64](#) supports Statute 45-221, stating that records accessed electronically require the same written policies as other records.
  - As a part of Barton Community College, the Library also follows institutional policies and procedures that protect the confidentiality of student patrons.
  - The Library will not share personally identifiable information about patrons unless legally obligated to do so. This information includes:
    - Patrons' identities (names, addresses, phone numbers, Social Security numbers).
    - Materials borrowed from or through the Library.
    - Online services used.
    - Reference consultations conducted in person or via phone or email.
    - This information is confidential and may only be shared under specific circumstances.
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- The only exception is that students' information may be shared with Business Office employees as needed to resolve account charges or with selected individuals acting within their administrative duties at the College.
- If law enforcement agencies request patron information, no information will be provided.
  - Officers should be informed that the Director manages the Library's records, and all requests should be referred to him or her.
  - The Director will consult with College Administration before responding to law enforcement inquiries.
  - All full-time and student employees, as well as volunteers, must adhere to these guidelines when handling requests for library records and patron information.
- The Barton Library will not sell, license, or share personal information with third parties, except for agents contracted by the College, unless legally required or with the patron's consent.

**Contact(s):** Director of Library and College Archives

**Related Forms:**

**Relevant Policies and Procedure:** [Policy 1605 – Student Privacy Rights](#); [Procedure 2605 – Student Privacy Rights \(Family Educational Rights and Privacy Act \[FERPA\]\)](#)

**Approved by:** Darren L. Ivey

**Effective:** 01/27/2025

**Revision(s):**

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