

## **Piedmont College Library Statement on the Confidentiality of Library Records**

Protecting the rights of library users to view and read materials without fear of intrusion, intimidation, or reprisal is a core value for all librarians and archivists. To safeguard the privacy of individuals in their use of the Library, Piedmont College Library maintains the confidentiality of library records for all members of its user community. In addition, student records, including library borrowing records, are protected by the Federal educational privacy laws known as [FERPA](#), the **Family Educational Rights and Privacy Act**.

Piedmont College Library further affirms the letter and the spirit of the following section of the **Code of Georgia, Annotated**.

### **O.C.G.A. § 24-9-46 (2007)**

#### **§ 24-9-46. Confidential nature of certain library records**

- (a) Circulation and similar records of a library which identify the user of library materials shall not be public records but shall be confidential and may not be disclosed except:
  - (1) To members of the library staff in the ordinary course of business;
  - (2) Upon written consent of the user of the library materials or the user's parents or guardian if the user is a minor or ward; or
  - (3) Upon appropriate court order or subpoena.
- (b) Any disclosure authorized by subsection (a) of this Code section or any unauthorized disclosure of materials made confidential by that subsection (a) shall not in any way destroy the confidential nature of that material, except for the purpose for which an authorized disclosure is made. A person disclosing material as authorized by subsection (a) of this Code section shall not be liable therefor.

The term **library staff**, as used above, includes all permanent or temporary, full-time or part-time, employees of the College that are assigned to work in any part or division of the Library, of any classification whatsoever. The term includes any student employed in any part or division of the Library through College work aid/work study funds; for example, graduate assistants or student workers.

The term **library materials**, as used above, is deemed to include any type of information material, in any physical or electronic format, possessed or licensed by Piedmont College Library for the use of the College community.

### **Procedures Regarding Privacy of Library Records**

- **Employee behaviors:**
  - Any Library staff member who is asked for the names and usage history of borrowers or other Library users should reply that the information is confidential and protected by law.
  - Library staff members should never discuss borrowers' records with anyone except other Library employees in the ordinary course of business.
  - In presenting charges to the College Business Office for collection, details of the materials in question may not be revealed, only charges to be posted.

- **Employee violations:** Any Library staff member who violates confidentiality may be subject to appropriate sanctions.
- **Problems:** Any problems arising in connection with this policy should be referred to the Dean of Libraries, or in the Dean's absence, to one of the staff librarians, and also to the Vice President for Academic Affairs.
- **Subpoena:** Any Library employee who is presented with a court order or subpoena for records should refer the presenter to the Dean of Libraries, or in the Dean's absence, to one of the staff librarians, and also to the Vice President for Academic Affairs.
- **Warrant:** Any Library employee who is presented with a warrant should step aside and allow the arresting officer to proceed as he or she sees fit in accordance with the warrant, including cooperating with that officer; and should immediately contact the Dean of Libraries; or in the Dean's absence, one of the staff librarians, and also the Vice President for Academic Affairs.

*Approved by the Library Subcommittee of the Curriculum & Programs Committee, **November 14, 2007.***