

ANDERSON PUBLIC LIBRARY RECORDS EXEMPTED FROM DISCLOSURE

Anderson Public Library is a public agency. Access to library public records is governed by Indiana Code 5-14-3. The official policy of the State of Indiana is that all persons 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.

In accordance with this policy, the records of the Anderson Public Library are open to the public for inspection with the exception of the classes of materials specified by law as confidential as set out herein. For a listing of the types of materials available to be examined, see I.C. 5-14-3-3. Any person may inspect and copy the public records of the library during the regular business hours of the library office. Requests for materials on weekends or at night will be deferred until the following business day. Requests for information must be made in writing and provide the name and telephone number of the requesting individual, as well as the general nature of the information being sought. Public records shall be provided as an electronic copy or a paper copy, at the option of the person making the request for the public record. This does not require the library to change the format of a public record. Any cost incurred in making paper copies of materials must be paid by the requester before the library will turn over the paper copies.

Materials declared confidential by state or federal statute as outlined in I.C. 5-14-3-4 are exempt from disclosure. In addition, the following public records will be exempted from the disclosure requirements:

1. Personnel files of employees and files of applicants for employment, except for:
 - a. The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the library;
 - b. Information relating to the status of any formal charges against the employee; and
 - c. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a record keeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that is owned by the library or entrusted to it and portions of electronic maps entrusted to the library by a utility.

4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1. [Note: Including, but not limited to, records such as collective bargaining; litigation pending or threatened; implementation of security systems; purchase or lease of real property; information about and interviews of prospective employees; job performance evaluation; etc.]
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift; or if after the gift is made, the donor, or the donor's family, requests nondisclosure.
6. Any library records that can be used to identify any library customer.
 - a. The library specifically recognizes that its circulation records and other records linking the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director or administrator, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.