

## **Access to Public Records Policy**

Johnson County Public Library and the Johnson County Public Library board provide 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 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.

The 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 adult access to the child's Library records.

A request for inspection or copying of public records owned by the Library, other than a patron's Library record, must be in writing on the "Request for Access to Public Records Form." The request must identify with reasonable particularity the record being requested. Requests may be submitted in person, by mail, or by email.

The Library Director (or designee) shall acknowledge a request for access to public records within 24 hours for requests made in person or via telephone, or within seven calendar days of receipt of the request made by mail, email, or fax. A written response will provide one of the following:

- a request to set up an appointment to view the records
- the public records requested or an estimate of when the request will be filled
- a denial of 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, allow the patron to copy or scan the documents at the patron's expense. Originals shall not be removed from the Library premises and any inspection may be supervised.

In the event the requested record contains 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 file which cannot be separated for inspection then the Library shall not be required to disclose the record in that format.

**EXEMPTED RECORDS**

Most records maintained by the Library are open to the public. Some records are exempt from disclosure by law (IC 5-14-3-4). The Library’s attorney may be consulted as needed. 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.

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. Johnson County Public Library and the Johnson County Public Library board specifically recognize 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)). Furthermore, the Johnson County Public Library 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.

Document History and Version Control Table			
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