

WESTCHESTER PUBLIC LIBRARY
ACCESS TO CIRCULATION RECORDS

Revised June 13, 2013

The circulation records of the library are for the sole purposes of protecting library property and for compiling statistical information about library use. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons or to determine the purposes for which a patron requests library information or materials.

The Access to Public Records Act ("APRA")(Ind. Code 5-14-1.5), specifically exempts the following types of library information from disclosure:

Library or archival records:

- (A) which can be used to identify any library patron; or
- (B) deposited with or acquired by a library upon a condition that the records be disclosed only:
 - (i) to qualified researchers;
 - (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - (iii) after the death of persons specified at the time of the acquisition or deposit.

I.C. § 5-14-3-4(b)(16)(A) to (B).

The circulation and records of the Westchester Public Library shall not be made to any individual, group or agency of local, state or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, local, state or federal law relating to civil, criminal or administrative discovery procedures or legislative investigative powers. Any costs incurred as a result of such order, in a search through patron records, shall be borne by the individual or agency demanding the search.

See also: LAW ENFORCEMENT INQUIRIES FOR RECORDS