



Committee Meeting: Policy Committee	Date: October 20, 2017
Committee Chair: Kathleen Masiello	
New or Edited: Edited Policy IV-A-17	

**POLICY NAME:** Confidentiality of Library Records

**POLICY TYPE:** Board

**SUBMITTED BY:** Dr. Jamie D. Smith, Dean of Liberal Arts and Sciences

**ISSUE OR STATEMENT OF PURPOSE:** To establish Erie Community College’s policy regarding the confidentiality of library records.

**CORRECTIVE ACTION PLAN RECOMMENDATION (if any):** Not applicable

**NEW OR EDITED POLICY:** Edited Policy V-A-2

The libraries of Erie Community College’s circulation records and other records identifying the names of library users shall be confidential.

All librarians and library employees shall be advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The American Library Association Policy Manual, section B.1.2 Professional Ethics & Confidentiality for Librarians of the American Library Association Policy Manual, point 3 states: “Librarians must protect each user’s right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.”

Erie Community College libraries will resist the issuance of enforcement of any such process, order or subpoena until such a time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such process, order or subpoena, Erie Community College’s Library Officers will consult with legal counsel to determine if such process, order or subpoena is in proper form/and if good cause has not been shown, will insist that such defects be cured before providing the requested information.

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** Policy V-A-2

**POLICY COMMITTEE RECOMMENDED ACTION:**

Policy Committee recommends the Board of Trustees approve the Board policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This policy supersedes all prior policies/procedures and practices related to Confidentiality of Library Records.



**POLICY NAME:** Confidentiality of Library Records - **Continued**

**POLICY COMMITTEE MEMBERS PRESENT:** Trustee Kathleen Masiello, Student Trustee Rebecca Krakowiak, Vice President of Enrollment Management Erik D'Aquino, Provost and Executive Vice President Academic Richard Washousky, Director of Registrar Paul Lamanna, College Senate Representative Michael Delaney.

**DATE OF BOARD APPROVAL:** December 14, 2017

**POLICY COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the Erie Community College Board of Trustees Policy Manual, and shared with the Office of the Provost and all library staff, legal counsel and campus security.

**INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:**

American Library Association Policy Manual

The policy has been reviewed and discussed at the Policy Committee meeting of October 20, 2017.