

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-5350

PRIVACY OF LIBRARY CIRCULATION RECORDS AND REGISTRATION FILES
POLICY

1. The circulation records and registration files of the Hammond Public Library are confidential regardless of sources of inquiry.
2. Circulation records and registration files shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.
3. Upon receipt of such process, order or subpoena, consultation may be made with library's attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
4. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records or registration files shall ordinarily be in the form of subpoena duces tecum [bring your records], requiring the librarian to attend court or the taking of his or her deposition and may require him to bring along certain designated circulation records or registration files.)
5. Any problems relating to the privacy of circulation records or registration files which are not provided for in the above four paragraphs are to be referred to the Director or to the Head, Administrative Division.