

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-5360 INSPECTION OF PUBLIC RECORDS

1. Except as otherwise specified in this policy, all records maintained by the Hammond Public Library are considered public and are available for inspection by individuals at reasonable times during normal business hours.
2. All personnel file information shall be made available to the employee or his/her representative.
3. Records exempt from public inspection include:
 - A. Circulation and Registration Files
 - B. Personnel files of Library employees, except
 - (i) the name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, and dates of first and last employment of present or former employees and appointment dates of trustees of the Library;
 - (ii) information relating to the status of any formal charges against an employee; and
 - (iii) information concerning disciplinary actions in which final action has been taken and that results in an employee being disciplined or discharged.
 - C. Administrative or technical information that would jeopardize record keeping or security system.
 - D. Computer programs, computer codes, passwords, computer filing systems, and other software owned by, or entrusted to, or licensed by the Library and portions of electronic maps entrusted to the Library by a utility.
 - E. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
 - F. 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 after the gift is made, the donor, or the donor's family, requests nondisclosure.
 - G. Archival Records
 - a. Which can be used to identify any library patron; or

- b. Deposited with, or acquired by, the 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.
 - H. Names and addresses of Library employees which may not be disclosed by the Library to commercial entities for commercial purposes and may not be used by commercial entities for commercial purposes.
- 4. Records being inspected shall not be removed from the premises, and a staff member shall be present during the examination.
- 5. An individual shall be permitted to make copies of any documents examined. If Library photocopiers are used, the individual shall bear the expense and pay the rate currently charged for reproduction of other Library materials. Library staff may not be used to photocopy documents for individual convenience.