

Public Records Policy

Indiana Code 5-14-3 governs access to public records. The official policy of the state is that all persons 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.

In accordance with this policy, the records of the Loogootee Public Library are open to the public for inspection with the exception of the classes of materials specified by law as confidential. For a listing of the types of materials available to be examined see IC 5-14-3-3. Any person may inspect and copy the public records of the library during the regular business hours of the library office. Requests for materials require 24 hours from request time to gather documents-weekend requests will be deferred until the next business day then the 24 hour timeline . Requests for information must be made in writing and provide the name and telephone number of the requesting individual as well as the general nature of the information being sought. The requestor must pay any cost incurred in copying materials at the time the request is made.

Material declared confidential by state or federal statute as outlined in IC 5-14-3-4 is exempt from disclosure and will not be made available for public inspection. In addition, the following public records are exempt from disclosure:

1. Personnel files of the library employees and files of applicants for employment, except for;
 - a. The individual's name, compensation, education, description, job title, training background, 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 of 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 that can be used to identify any library customer.
 - a. The library specifically recognizes that its circulation records and other records linking the names of library users with specific materials are confidential in nature. No such records shall be

made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Adopted August 10, 2015