

Dell Rapids Carnegie Public Library Confidentiality Policy

Privacy is essential to the exercise of free speech, free thought, and free association. The courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Dell Rapids Carnegie Library recognizes your legal right to privacy regarding the questions you ask and the materials you borrow.

The provisions of the South Dakota Confidential Library Records Law (S.D.C.L. 14-2-51) protect the fundamental freedom of privacy and confidentiality of a customer's library record. According to S.D.C.L. 14-2-51 and DRPL policy, staff members may not disclose information about a cardholder's record or use of the library to anyone other than the cardholder; except in the following cases:

- Court order
- Written permission from the cardholder, or
- At the request of a parent or guardian, who has the library card or card number of his/her minor under the age of 17

DRPL staff shall consider use of the library, questions asked, materials borrowed, attendance at library programs, and the presence of the customer in the library, as being protected by this law.

In addition, DRPL will ensure the confidentiality of a customer's library record, account, and library presence by securing and limiting access to these same records to only approved staff members.

As allowed in S.D.C.L. 14-2-51, DRPL staff will use identifying information to accomplish the work of the library. Identifying information includes – but is not limited to – e-mails, phone numbers, mailing addresses and other contact information.

Approved by the Dell Rapids Carnegie Public Library Board of Trustees on November 9, 2017.