

ORDINANCE NO. _____

WHEREAS, the Board of Trustees of the _____ Public Library District believes it is in the interest of its patrons, residents and taxpayers to preserve the confidences of its library users,

NOW, THEREFORE, BE IT ORDAINED that this Board hereby formally adopt the following official policies:

(1) Circulation records and other records identifying the names of library users with specific materials hereby are recognized as "confidential" in nature, and access thereto is hereby restricted to library staff, qualified academic researchers, and those members of the public with a legitimate interest therein, as hereafter provided for.

(2) All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of state, federal or local government, 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 of legislative investigatory power.

(3) Library staff shall observe the following procedures: On receipt of any legal process, order or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library attorney to insure that (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance, in a court of administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

This Ordinance shall be in full force and effect immediately upon its passage, and any prior resolutions or policy statements to the contrary are hereby repealed; and should any part hereof be found invalid or unconstitutional, that portion shall be severable herefrom and shall not affect the validity of the remaining portion.

Adopted at Regular Meeting _____, 19__.

Posted _____, 19__.

Board of Trustees of _____
Public Library District

By: _____
President, Board of Trustees

ATTEST:

Secretary, Board of Trustees