

RECOMMENDED FOR MCLS

RPL ADMINISTRATIVE POLICY

CIRCULATION Staff Records Policy

Altering personal circulation records, or records of friends or family members, in any way, is not permitted and will not be tolerated. Prohibited activity of this sort includes such things as changing due dates, changing hold queues, renewing materials, eliminating overdue fines, deleting financial obligations for lost materials, overriding "stops" on cards, or creating additional patron records. Any staff member who does so will be subject to disciplinary action, including suspension or termination. If you have any questions about whether in a particular instance you may alter your personal circulation record, or that of a friend or family member, you must ask your supervisor.

As all staff should also be aware, staff are not required to pay overdue fines but are required to pay for lost or damaged materials. Staff are not exempt from collection. Any instances in which staff change their personal circulation records, or those of friends or family members, to eliminate a financial obligation will be considered the most serious sort of violation of this policy.

FOR CENTRAL AND EXTENSION STAFF

- If staff would like any changes made in their personal circulation records or those of friends or family, or to have their "no fine" privilege exercised, they must have it done through the Circulation Department. Circulation Department staff must have any personal records altered by a supervisor.

FOR BRANCH STAFF

- Assistant Director for Branch Libraries will provide method for Branch staff.

FOR TOWN STAFF

- See Town Library Director for staff waiving policy (added this line)

RESPONSIBILITY OF PERSONNEL OFFICE

- In order to be sure that all new staff are made aware of this policy, and the consequences of staff acting contrary to it, the Personnel Office will include this information in materials provided to all new staff members.

In light of the privilege that staff enjoy regarding exemption from overdue fines, staff are expected to exercise it responsibly by returning materials within a reasonable period of time and by not keeping out a large number of items well past the due date.

Issued by Library Director - *November 18, 1998*

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RPL POLICY

CIRCULATION
Confidential Records
Reviewed 1997

CONFIDENTIAL RECORDS

- All Circulation records are considered confidential in nature.
- Library employees are advised that such records shall not be made available to any agency of federal, state, 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 or legislative investigatory power.
- The director shall resist issuance or enforcement of any such process, order or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction, with the option of appeals residing with the Board of Trustees.

CIVIL PRACTICE LAW S4509

LIBRARY RECORDS

- Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Adopted by the RPL Board of Trustees - *September 17, 1970*

Reissued - *October 1, 1985*

Amended - *May 18, 1995*

recommended

Statement of MCLS Board Approval will go here

~~The Rochester Public Library Board of Trustees is on record supporting the general ALA statements regarding confidentiality and access to the library collection to minors.~~

MINORS - UNDER THE AGE OF 12

- The Library requires that a parent or guardian sign a child's application for a library card if the child is in the sixth (usually 12 years of age) or below. By signing the application, the parent or guardian indicates his or her approval for the child to borrow any materials in the library and assumes financial liability for the items checked out by the child.
- If a parent requests information on specific titles checked out by his or her child in order to pay a fine or locate a missing item, the library honors the request, if the parent is accompanied by the child, or if the parent provides the child's library card number. If the parent phones, he or she will be asked to provide the child's library card number.
- If a parent requests to see the specific titles checked out by his or her child, even though no financial liability is involved, the library will comply if the parent is accompanied by the child, or if the parent provides the child's library card number. If the parent phones, he or she will be asked to provide the child's library card number.

MINORS - OVER THE AGE OF 12

- ~~When a child reaches the seventh grade (usually 13 years of age), he or she is able to obtain a library card without the consent of his or her parents or guardian.~~ Individual libraries determine the age at which a child can obtain a library card without parents' consent. The young adult is able to borrow any materials from the library.
- If a parent requests the specific titles checked out by a young adult in order to pay a fine or locate missing items, the library will not comply but will release general information such as how much is owed or how many items are overdue. Staff will suggest that the parent contact the young adult for that information.
- If a parent requests to see the specific titles checked out by his or her young adult, even though no financial liability is involved, the request is denied. Again, it is suggested that the parent discuss reading and borrowing habits directly with his or her young adult.

Adopted by the RPL Board of Trustees - *May 18, 1998*