

Patron Privacy and Confidentiality Statement

Next Search Catalog Libraries

Consistent with Kansas law and library best practices, any information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual (except the individual patron in question), corporation (except for collection agency purposes), institution or government agency without a valid process, order or subpoena.

Upon presentation of such a process, order or subpoena, the library shall resist its enforcement and immediately refer the matter to the Next Search Catalog Administrator at NEKLS. If a proper showing of good cause has been made in a court of competent jurisdiction, NEKLS will directly work with law enforcement to resolve the matter.

Specifically, no information will be shared regarding or including:

1. A patron's name or library card number (or whether an individual is a registered borrower or has been a patron);
2. A patron's contact information, to include addresses, phone numbers and email addresses;
3. Any information regarding a patron's current or past borrowing history;
4. The library's circulation records and their contents;
5. The library's borrower's records and their contents;
6. The number or character of questions asked by patrons; and
7. The frequency or content of patron's visits to the library, unless related to a library-imposed or legally-imposed restriction.

While it is the position of the Next Search Catalog consortium to not disclose information about library patrons to anyone except the individual in question, any member library's policies may reflect a local community standard which permits account access to parents and legal guardians serving as guarantors for minor children accounts. In some public libraries, the privacy rights of minors may differ slightly from those of adults, often in proportion to the age of the minor. The legitimate concerns for the safety of children in a public place can be addressed without unnecessary invasion of minors' privacy while using the library.

Libraries that mail newsletters or other informational pieces to patrons must not use the delivery address information from a patron's library records without his/her written permission.

Any receipts generated with patron information will be destroyed within a reasonable amount of time.

All Next Search Catalog library employees and volunteers are hereby instructed to comply with these guidelines and those defined in the Next Search Catalog Computer Security Policy. Next Search Catalog libraries recognize that it is only through adhering to these guidelines that members of the public can maintain their confidence in our libraries. It is this confidence that is vital to the library's role in the community and the community's right to know.

The director at each Next Search Catalog library will ensure that all library employees and volunteers will annually review the Patron Privacy and Confidentiality Statement and acknowledge that review by signing and dating a copy of this document.

I have reviewed the Patron Privacy and Confidentiality Statement for Next Search Catalog Libraries.

Printed Name

Signature

Date