

Privacy and Confidentiality Policy

The Red Bud Public Library adheres to the provisions of the Library Records Confidentiality Act (LRCA). This act protects the confidentiality of patron private information as part of the Library's commitment to intellectual freedom. This private information includes, but is not limited to: name; address; phone number; email address; library card barcode number and/or 4-digit pin; race/ethnicity; religion; political; or religious beliefs. This private and confidential information also extends to items and materials currently checked-out by and on hold for Library patrons.

Under no circumstances will the Library staff share information regarding minors unless it is with the minor's legal guardian, or required by law enforcement.

Privacy of Patron Records

The Library will keep patron information confidential and will not disclose any information except as necessary to the proper operation of the Library, upon consent of the patron (written and verbal), pursuant or subpoena or court order, or as otherwise necessary by law. The Library will not disclose current or past patrons of the Library, unless otherwise required by law.

The Library will never ask for personal information through its website or social media. The Library cannot be held accountable for privacy when accessing links to external websites posted through the Library website or its social media page.

This policy applies to all Library patrons and users. With some exception of the legal guardians of minors, all patrons are subject to the same courtesy of private and confidential information.

The Library and its staff may use patron statistical data for reporting purposes, however, no identifying or personal information is included or kept track of.

The Library staff consistently conduct reports to determine which patrons are no longer active. Any patron that has been inactive and/or expired for seven or more years, their patron account will be deleted from the Library database.

Confidentiality of Records

The Library keeps confidential all records of past and current patrons; staff and Board members' contact and other private information; and previous attendance for programs and events other than statistical numbers. Unless provided with a court order, the Library will not issue any information that is considered confidential regarding the above listed parties.

The Library may elect to contact their legal counsel before providing requested documents.

Privacy of Minors

With some exception of a minor's legal guardian, Library staff will never disclose information regarding minors. Minors receive the same respect and courtesy of Library staff protecting their private and confidential information as adults.

Library staff ensures the safety of minors is extended to social media posts. Any photo that is posted on the Library's social media page keeps the identity of minors secure by editing the photo in a way that blocks out the minor's face. Library staff should always ask prior to events and programs if they have the parent or legal guardian's permission to post the photos, indicating faces will be blocked out.

Adopted June 10, 1999

Revised April 9, 2026