

POLICY ON PARENTAL ACCESS TO CIRCULATION RECORDS

Approved by the Jefferson County Library District Board of Directors on April 3, 2001

We recognize that to some extent, parents should have access to their children's circulation records. However, we also recognize that children do have rights and should be entitled to some level of privacy. This policy is an attempt to balance the needs of both parents and children.

Circulation records are records of what has been checked out on a particular library card. The library does not keep any circulation records beyond what is currently checked out on the card, and any unpaid fines on the card. Once items have been checked back in to the library or fines have been paid, the patron's record is cleared. There is no way to check past circulation records of a particular patron.

In order to get a library card, children under the age of 14 must have a parent or guardian co-sign the application form. As co-signers, parents are then responsible for any late fees or lost books. For this reason, parents and guardians whose signatures appear on a child's library card application shall have ready and immediate access to the circulation records of their children under the age of 14.

Children 14 or older may obtain a library card without a parent's signature and they themselves are responsible for any late fees or lost books. Circulation records of persons 14 years of age or older are to be considered confidential, as are those of adults. These records shall be protected to the same extent that adult circulation records are protected.