POLICY TITLE
Library Records Privacy

POLICY NUMBER
4.12

PRIMARY RESPONSIBILITY
Library Services, Academic Affairs, Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created April 2003/Revised April 2012/Effective April 2012;
revised Summer 2017/effective immediately; revised May
2018/effective immediately

PURPOSE
Access to student library records is defined by the parameters of the
Family Educational Rights and Privacy Act (FERPA). Individuals
with appropriate legal documentation may, in some circumstances,
be granted access to student records as described in this policy.

ORGANIZATIONAL SCOPE OR AUDIENCE
College Libraries

DEFINITIONS
FERPA - Family Educational Rights and Privacy Act: A federal law that
protects the privacy of student education records.

Registrar: An officer of an educational institution responsible for
registering students, keeping academic records, and corresponding
with applicants and evaluating their credentials.

POLICY
The Ivy Tech Community College Libraries specifically recognize
that Ivy Tech-owned circulation records and other records
identifying the names of library users with specific materials are
confidential in nature. No such records shall be made available to
any agency or state, federal or local government, or to any
individual not specifically authorized by the campus Registrar,
except pursuant to such process, order, subpoena, or warrant as may
be authorized under the authority of, and pursuant to, federal, state,
or local laws relating to civil, criminal, or administrative discovery
procedures or legislative investigatory power. In addition, student
library records are covered under Family Educational Rights and
Privacy Act.
**PROCEDURE**
All requests for information must be referred to the Campus Registrar, who handles all requests for access to student data. Under no circumstances are library staff allowed to release patron-related information to anyone other than the patron.

Student Records (past and present students):
Follow campus procedures for FERPA related requests; refer all requests for access to student library records to the campus Registrar.

Non-student records:
Any requests for access to non-student library records without subpoena or warrant will be denied.

Refer all requests for access to non-student library records to the Campus Registrar.

**REFERENCES**
Family Educational Rights and Privacy Act (FERPA)

**RESOURCE PERSON**
Campus Library Directors
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Success or Enrollment Services