Ivy Tech Community College of Indiana

POLICY TITLE
Library Records Privacy

POLICY NUMBER
4.12 (Formerly APPM 12.5)

PRIMARY RESPONSIBILITY
Library Services, Academic Affairs, Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created April 2003/Revised April 2012/Effective April 2012

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 of 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 law 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 regional 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
Regional Library Directors, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs