



Edith B. Siegrist Vermillion Public Library  
18 Church Street, Vermillion, SD, 57069 ▪ (605) 677-7060 ▪ [www.vermillionpubliclibrary.org](http://www.vermillionpubliclibrary.org)

---

## **Confidentiality Policy**

Library users need to feel confident that the information about the books they read, materials and services they use, and questions they ask will remain private to the extent possible.

The policy of the Edith B. Siegrist Vermillion Public Library is to protect the privacy of those who use the library. Staff members and volunteers shall protect information about library patrons, their requests for information and materials, the online sites and resources they access, and their loan transactions. Such information will not be transmitted to individuals or to any private or public agency without an order from a court or as otherwise required by law.

As specified in South Dakota Codified Law 14-2-51:

*All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.*

In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn consult with the Board of Trustees and may seek legal advice before complying with the order.

*Reviewed by the Edith B. Siegrist Vermillion Public Library Board of Trustees October 17, 2019*