

**Lincoln City Libraries  
Lincoln, Nebraska**

**PRIVACY**

Information related to a customer's use of Lincoln City Libraries is confidential and can be disclosed to non-library staff only under certain circumstances.

1. Library records that contain information about customers, the materials they have used, Internet usage, or the information they have sought, are private and must be treated as confidential information. Access and disclosure of these records to non library personnel are acceptable in these circumstances:
  - A. For internal purposes (such as the recovery of lost or stolen library materials and/or fines), the Library Director may grant access or disclose to materials recovery agencies or any federal, state or municipal government agency, including representatives of law enforcement agencies and prosecuting attorneys.
  - B. In all other situations, a valid subpoena or court order is required to disclose or release library records.
  - C. Library staff may be prohibited by law from disclosing to the customer whose records were accessed, released, or subpoenaed.
2. Photos, videos and recordings that appear on the library's Web site may be gathered by library staff from public programs, events, and library spaces. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
3. Under no circumstances may the public take photographs or audio/videotape without the express permission of any Library customers or staff who would be the primary subject within the composition.

See Neb. Rev. Stat. §84-712.05: Records which may be withheld from the public.  
See Section 215 and 505 of the U.S.A. Patriot Act, Public Law 107-56.

Adopted by Library Board: August 20, 1981  
Revised: June 18, 1996; June 17, 2003, January 13, 2005, July 15, 2008  
Reviewed by Law: July 25, 2008