

Bonner Springs City Library

CONFIDENTIALITY OF LIBRARY USE AND RECORDS

Last updated April 10, 2025

The Board of Trustees of the Bonner Springs City Library recognizes the library's special position of trust with members of the public and has therefore established this policy outlining their responsibility with regard to confidential information about patrons and patron use of library resources that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library, is essentially a private endeavor on the part of each individual patron, the library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. Parents and guardians of children age 17 and under, having signed an agreement to be responsible for materials and fines on the account of their child, may have access to a list of current checkouts and fines, but the Library encourages them to obtain this information through the online catalog.

For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA library Bill of Rights and Freedom to Read Statement.

Therefore, the Board of Trustees of the Bonner Springs City Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information shall be disclosed regarding or including:

1. A patron's name (or whether an individual is a registered borrower of or has been a patron)
2. A patron's address
3. A patron's telephone number
4. A patron's email address
5. Any information regarding a patron's current or past borrowing history
6. The library's circulation records and their contents
7. The library's borrower's records and their contents
8. The number or character of questions asked by patrons
9. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena except in the case of secure monitoring of a ballot box by the election office.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Trustees recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library's role in the community and the community's right to know.

Staff confronted with a demand for the release of patron information to a third party should refer that party to the Kansas Office of Revisor of Statutes 45-221, Certain records not required to be open, (23) Library patron and circulation records that pertain to identifiable individuals.

Immigration Enforcement

The Bonner Springs City Library provides services to patrons without regard to immigration status. The Library does not allow agents or employees of the U.S. Immigration and Customs Enforcement (ICE) or any other law enforcement officer to access records, information, or non-public areas of the Library's buildings unless required to do so by a valid **judicial warrant**. Areas open to the general public are open to immigration agents, who may enter without a warrant. In doing so, ICE agents and any other law enforcement officers must observe the same rules as any member of the public.

A judicial warrant is an official court order signed by a judge or magistrate that authorizes a search of private property, seizure, or arrest based on probable cause that a crime is being committed or has been committed.

A judicial warrant will:

- specify the specific address to be searched
- specify the time period in which the search must take place
- particularly describe the place or person, or both, to be searched and things to be seized
- be issued by a court and signed by a Judge or magistrate

An ICE administrative warrant is a document issued by a federal agency such as the Department of Homeland Security (DHS) or Immigration and Customs Enforcement (ICE), purporting to document their authority to arrest a person suspected of violating immigration laws. These administrative documents are not signed by a neutral magistrate or judge but rather an immigration officer such as an ICE agent or immigration judge.

- An ICE administrative warrant is NOT a judicial warrant. ICE administrative warrants do not give ICE officials authority to enter a place where there is a reasonable expectation of privacy, without consent.
- If served with such a warrant, state clearly that you do not consent to them entering a non-public area of the library but do not physically resist. If ICE officials have already entered, then ask them to leave and state that you do not consent to a search.

Updates to this policy must be reflected in the Patron Confidentiality Statement annually reviewed and signed by all staff.