

Confidentiality of Library Records Policy

The State of South Dakota law recognizes confidentiality provisions and the confidentiality of information sought or received from library users, including a user's personally identifiable information. Materials subject to privacy and confidentiality restrictions include electronic data that is acquired by a library user. Additionally online search histories, database search records, integrated library system records or other circulation records, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, programs or services are subject to privacy and confidentiality restrictions as established under South Dakota law. Rawlins Municipal Library formally adopts codified law 14-2-51. South Dakota codified law 14-2-51 states, "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."

Adopted by the Rawlins Municipal Library Board of Trustees on August 28, 2023

Reapproved by the Rawlins Municipal Library Board of Trustees July 28, 2025