

Omaha Public Library (OPL) Confidentiality of Library Records Policy

PURPOSE:

Registration, circulation records, and patron account records are confidential. Information from these records will not be released except under the conditions outlined in this policy. This confidentiality is protected by Section 84-712.05-of the Revised Statutes of Nebraska.

Confidential records may be released to law enforcement agencies or courts only upon presentation of a properly executed subpoena or warrant. The lawful custodian of the records is the executive library director or their designee. All requests, except those from individuals seeking to examine their own records or from parents or legal guardians seeking to examine their child's or ward's records, will be referred to the OPL's administrative offices.

POLICY:

An individual with a valid library card may check out materials, pay fees, and receive a list of due dates for materials checked out with their library card or another form of acceptable identification. In the case of an expired library account or a lost or stolen library card, photo identification is required to access the library account.

If an individual wishes to access their account over the telephone, the individual will need their library card number, name, address, and birth date. If an individual wishes to access their account online, the individual will need their library card number and personal identification number (PIN). If an individual does not know or wishes to change their PIN, the individual can update their PIN online or appear in person at the library and show current photo identification.

In the case of a minor or ward, information will not be released to anyone whose name is not listed on the child's or ward's library account as a parent or legal guardian or if their address is different than the child's or ward's address.

IMPLEMENTATION:

All OPL personnel shall be responsible for enforcing this policy.

Approved by the Board of Trustees
of the Omaha Public Library, August 20, 2025