

BROOKDALE COMMUNITY COLLEGE**COLLEGE REGULATION****2.0014R****I. Title of Regulation**

Confidential Nature of Learning Resources Center Circulation Records

II. Objective of Regulation

To protect the confidentiality of the Learning Resource Center Circulation Records

III. Authority

Bylaws of the Board of Trustees, Section 1.3034(1)

IV. Regulation Statement

The Director of the Learning Resource Center will be responsible for ensuring the confidential nature of the circulation records of the Learning Resources Center. In order to implement the College Regulation regarding the confidential nature of Learning Resources Center circulation records, the Director of Learning Resources Center will:

- A. Advise all Media Specialists, Media Clerks, and other employees of the Learning Resources Center as well as members of the staff of Computer Services, that circulation records and associated records which identify the names of Library users with specific materials, are confidential in nature.
- B. The above noted employees of the College will not make available such records to individuals or to any agency of State, Federal or local government exceptions pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, Federal, State or local law relating to civil criminal or administrative, investigation procedures or legislative investigatory power.
- C. Employees will also resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such process, order or subpoena, the Director of the Learning Resources Center will notify the Vice President for Educational Services and the Executive Assistant to the President, in order to immediately consult with College legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process order or subpoena is not in proper form or if good cause has not been shown, the College, through its legal counsel, will insist that such defects be corrected.

V. Responsibility for Implementation

Vice President for Educational Services

Approved: President
3/9/73
Effective: 3/9/73
Revised: 9/1/75