

Educational Resources Center Privacy Statement

The Educational Resources Center at Columbus State Community College supports and complies with the law as stated in Ohio Revised Code, Section 149.432, with respect to the confidentiality of library records. As defined by the law, these records “include information that the library requires an individual to provide in order to be eligible to use library services or borrow materials, information that identifies an individual as having requested or obtained specific materials or materials on a particular subject, [and] information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject”. An individual’s use of materials or services will not be disclosed to anyone other than that individual, to persons authorized by that individual, or to library personnel acting within the scope of their duties in the administration of the library or library system, except “in accordance with a subpoena, search warrant, or other court order, [or] to a law enforcement officer who is acting in the scope of the officer's law enforcement duties...” (ORC, Section 149.432).

Library users’ right to privacy and confidentiality extends to “information sought or received and resources consulted, borrowed, acquired, or transmitted”, as stated in the Code of Ethics of the American Library Association. This includes database searches, reference interviews, circulation records, interlibrary loan records, and all other personally identifiable uses of library materials, facilities or services.

Library staff should refer all formal requests for library records to the Director. Upon receipt of such a subpoena, search warrant, or court order, the Director will refer the matter to the college’s legal counsel to determine if it is proper to release the requested information.