ORDINANCE 2026-02

WHEREAS, the Board of Trustees of the CARLOCK PUBLIC LIBRARY DISTRICT believes it is in the best interest of its patrons, residents, and taxpayers to preserve the confidences of its library users,

NOW, THEREFORE, BE IT ORDAINED that this Board hereby formally adopts the following official policies:

1. Circulation records and other records identifying the names of library users with specific material hereby are recognized as “confidential” in nature, and access thereto is hereby restricted to library staff, qualified academic researchers, and those members of the public with a legitimate interest therein, as hereafter provided for.

2. All library staff and employees are hereby advised that such records shall not be made available to a casual member of the public, the press, or to any agency of state, federal, or local government, except in 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 discovery procedures of legislative investigatory power.

3. Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library attorney to insure the (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance, in a court of administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library attorney, the Library will resist its issuance or enforcement until such defects have been cured.

This ordinance shall be in full force and effect immediately upon its passage, and any prior resolutions or policy statement of the contrary are hereby repealed; and should any part hereof be found invalid or unconstitutional, that portion shall be severable here from and shall not affect the validity of the remaining portion.

Adopted at the Regular Meeting, June 16, 2026

Posted: June 17, 2026

Board of Trustees of
CARLOCK PUBLIC LIBRARY DISTRICT
By: *Beth Wagner*
President, Board of Trustees

Nick Birky
Vice President/Acting Secretary, Board of Trustees