

POLICY

Subject: Access to Public Records
Approved by: CUTPL Board of Trustees
Established: February 18, 2025
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The Indiana Access to Public Records Act (Indiana Code 5-14-3) governs access to public records and grants to any person the right, subject to certain exceptions set forth in the Act, to inspect and copy the public records of any public agency which includes public libraries such as the Culver-Union Township Public Library (the “library”), during regular business hours.

In accordance with the Act, public records of the library are open to the public for inspection and copying during regular business hours with the exception of certain records exempted from disclosure pursuant to the Act and certain records that may be exempted from disclosure at the discretion of the library pursuant to the Act. For a listing of the types of public records available to be examined, see Sections 3 and 4 of the Act. The Library Executive Director shall serve as the point of contact for any public records request. Any person may inspect and copy the public records of the library during the regular business hours the library office as follows: a request for public records shall be made in writing and include: the requester’s name, mailing address, phone number, and e-mail address (if available), the date of the request, a description of the public records requested, and whether request is to inspect or receive copies of the public records requested. Requests for materials on weekends or at night will be deferred until the following business day. The requester must pay any cost incurred in copying public records. The Board of Trustees of the Culver-Union Township Public Library hereby establishes the following fee schedule for copying public records: the fee for copying documents is \$.20 per page for black and white copies, and \$.50 for color copies.

Material declared confidential by state or federal statute as outlined in IC 5-14-3-4 is exempt from disclosure and will not be made available for public inspection. In addition, the following public records are exempt from disclosure:

1. Personnel files of the library employees and files of applicants for employment, except for:
 - a. The individual’s name, compensation, education, description, job title, training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.
 - b. Information relating to the status of any formal charges against an employee.

- c. Information regarding disciplinary actions in which final action has been taken and which resulted in the suspension, demotion, or discharging of an employee.

All personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or groups of unnamed employees may be disclosed.

2. Any administrative or technical information which could jeopardize a record-keeping or security system.
3. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.
4. Records prepared specifically for discussion, or created during discussion at any legally called executive session.
5. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
6. Any library records that can be used to identify any library customer. The library specifically recognizes that its circulation records and other records linking the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director or administrator, except 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 or legislative investigatory power.