

Ohio Law, Library Records and Your Privacy

Ohio law provides for the confidentiality of library records. As stated in the Ohio Revised Code § 149.432 :

A library shall not release any library record or disclose any patron information except in accordance with a subpoena, search warrant, or other court order.

Library records include records of any form that are maintained by a library and contain:

- 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.
- 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.

For additional information, search by “confidentiality” and “library records” at:

<http://winslo.state.oh.us>

or connect to:

<http://codes.ohio.gov/149.432>

Family Educational Rights and Privacy Act (FERPA)

(20 U.S.C. § 1232g; 34 CFR Part 99)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

For additional information about FERPA, connect to:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Confidentiality Policy



**Lakeland
Community College
Library**

**7700 Clocktower Drive
Kirtland, OH 44094-5198**

**Third-floor of
C-Building**

(440)525-7069

library.lakelandcc.edu

Activating an Account with the Library

Lakeland Community College Library maintains personal and identifiable information for library accounts of current library users.

Library users are identified by their Lakeland Community College ID number (LID#), printed on their LCC ID card or student schedule. Once activated in the library system, the LCC ID card becomes the user's LCC library card.

The library may require additional personal information from individuals for the library to provide access to eligible library services.

Library records include:

- User records
- Acquisitions records
- Interlibrary Loan requests
- Emails
- Verbal comments and reports
- Verbal documentation
- Web forms
- Printed reports

All information contained in a library record is confidential and will not be disclosed to anyone outside of the library, on campus or off-campus, without proper official documentation, and with notification and approval by the Library Department Chairperson.

Individuals or law enforcement agencies requesting library records will immediately be referred to the Library Department Chairperson or the Associate Provost for Student and Learning Support Services.

Using Your Library Card

Your Lakeland Community College ID is your library card.

Materials checked out to your account are your responsibility.

To maintain the privacy of your library account:

- Present your Lakeland Community College ID card each time you check out materials from Lakeland Community College Library.
- Your Lakeland Community College ID card is your library card. Do not share it with others.
- Library staff may ask you questions to verify that you are the owner of the ID card.
- Notify the library immediately if your ID card is lost or stolen. Call the circulation desk at:
440.525.7424

Use of Library Materials and Computers

All library records relating to an individual and their use of the library and its resources are confidential. Library records contain current loan information only.

Lakeland Community College Library does not make individual information available about online sites and resources accessed by patrons on library computers. Information is collected for aggregate statistical purposes only.

Lakeland Community College Confidentiality and Review of Student Records Policy:

Students who have attended Lakeland have the right to review their educational records which consist of official records, files and data directly related to themselves which are maintained by the college or any college department/division.

A student's educational records are confidential and may only be released with the student's written consent. The only exceptions are appropriate college officials (or a designated college representative) who may review the record for the educational interest of the student.

It is the policy of the college to deny requests for mailing lists of student names and addresses unless it is determined by the Dean of Student Development that the provision of the information is clearly in the best interests of the students.

A student may request the opportunity to review his/her record. The request should be made to the college official in charge of the office in which the records are on file. The college office may require the request to be in writing.

Library user records are deleted after a period of two years, with no recorded use.

For the complete policy and procedure, please refer to Lakeland Community College Student Handbook Policy:

Confidentiality and Review of Student Records Policy 3354:2-63-01 and Procedure SS63-01, available at

<http://lakelandcc.edu/pdf/handbook/procedures.pdf>