ISTC Library User Record Confidentiality Policy*

ISTC library books, videos and journals may be checked out by ISTC staff members. Individuals not affiliated with ISTC who wish to check out ISTC Library materials must do so through their local library’s interlibrary loan office.

Checkout is a do-it-yourself process. Staffers are trained in how to complete a checkout card, and put the completed card in the check out box prior to removing any item from the library.

The checkout card box is checked daily by ISTC library staff.

Checked out items are noted as such in the LOAN database (see separate procedures).

The LOAN database is only available for searching by ISTC library staff.

The completed checkout cards are maintained in a card file at the library desk, for use only by library staff.

Library users looking for items that are not on the shelves ask library staff for assistance. Library staff contact any ISTC user that has checked out an item that another user wants. When such items are returned to the library, they are checked out to the requestor.

If both users involved have indicated they are willing to let colleagues know when they have items checked out, library staff may, at the librarian's discretion, let users deal directly with each other.

The Library does not give out information about users to third parties. Loan records are kept only as an inventory mechanism.

*A patron record confidentiality policy is a requirement of Lincoln Trail Libraries System membership.*