

Confidentiality and Student Privacy

Kansas Statute

[Kansas Statute KSA 45-221 \(Section 23\)](#) and [Blue Valley Board of Education Policy 4730](#) provide for confidentiality of circulation records.

Records held in libraries that connect specific individuals with specific resources, programs or services shall be kept confidential and shall not be used for purposes other than routine record keeping.

We do not provide the titles of materials checked out to anyone other than the individual. Lists with student names attached to specific titles will not be posted in the library media center or classrooms. Teachers will not be given overdue lists with student names linked to titles.

Parent requests for information on titles or materials held by their child should be directed to the library media specialist.

At the elementary level, it has been our practice to provide the titles to parents who inquire in person about materials checked out to their child in their efforts to locate and return the materials. The student should be present to provide the parent with their list.

Parents calling by phone or e-mailing are informed that a report will be run and that the student will bring home the information. Sending the information with the child at the end of the day allows the library media specialist to be apprised of the request and also allows an opportunity to look for the material to insure that the items are truly not on the shelf.

Parents of middle school and high school students are informed that their child has access to the information and may request a printed copy. The BVHS library is happy to print a copy of the student's record for them to take home to their parents or guardians but will not specifically identify items on a student's record in person or over the phone.

http://www.kdheks.gov/remedial/download/kansas_open_record.pdf