



**Allen Parish Libraries**  
*"Bringing the World to You"*

## **ACCESS TO REGISTRATION RECORDS AND OTHER RECORDS OF LIBRARY**

The right of access to registration records and other records of library patrons is limited by LA R.S. 44:13. The law reads as follows: (A) Notwithstanding any provisions of this Chapter or any other law to the contrary, records of any library which is in whole or in part supported by public funds, including descriptions of public, academic, school, and special libraries, and the Louisiana State Library, indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identified individual or group of individuals may not be disclosed except to a parent or custodian of a minor child seeking access to that child's records, to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual or group of individuals to inspect such records, or by order of a court of law.(B)Notwithstanding any provisions of this Chapter or any other law to the contrary, documents of any such library which are maintained for purposes of registration or for determining eligibility for the use of library services may not be disclosed except as provided in Subsection A of this section.

Staff members who are approached by a law enforcement officer(s) (including an FBI agent) will immediately ask for identification and then contact the Director to alert them of the officer's presence. Staff members will then refer the officer to the Director's office. Staff members will treat the officer with courtesy and respect.

The Director will immediately contact the library's legal counsel. They will meet with the officer and library counsel or another colleague in attendance.

If the officer presents a court order compelling the production of records or equipment, the library's legal counsel will review the document's legality. The legal counsel will inform the officer of this procedure.

The library's legal counsel will assist on-site during the search. This could happen at non-standard times, such as weekends and late at night, although it is not likely.

The library staff will utilize an established phone tree to notify the Director and the library's legal counsel should officers come to the library during night or weekend hours.

If the officer does not have a court order compelling the production of records or equipment, the Director and legal counsel will explain the library's confidentiality law. The Director will inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library. Note: Without a court order, neither the FBI nor local law enforcement can compel cooperation with an investigation or require answers to questions other than the name and address of the person speaking to the agent or officer. Should the press inquire about the officer's visit, the library responds, "No comment."

No mention of FBI inquiries, warrants, and subjects in question can be made. Consequences for divulging this information: Federal Prison or suit filed for invasion of privacy by subject in question.

**Adopted by the Board June 8, 2016**  
**Revised by the Board June 19, 2022**