

Highline Community College Library
Operational Policy and Procedures

Privacy of library records

The computer has become a significant connection point between the library patron (Highline students, faculty, staff and community members) and information. Via the computer, the library provides access to its own and other libraries' catalogs, commercial on-line databases and the Internet in general. Access and use of these information resources are primary services of the library and will be governed by the same principles and laws that govern access and use of other resources in Highline's library.

These principles and laws pertain to accessing and using electronic resources via computers within the library, computers housed elsewhere on the Highline Campus, and access from remote locations. As an example, the computer stations in the campus instructional labs are configured to access library resources and function as extensions of the access points in the library.

To help fulfill its purpose, the library will adhere to the following principles and laws:

Intellectual Freedom: Intellectual Freedom is the right of individuals to believe what they wish on any subject, and to express beliefs or ideas openly. Integral to this freedom is the right of unrestrained access to all information and ideas regardless of the medium of communications used. Highline Community College shall attempt to present a broad spectrum of points of view and shall not exclude materials because of the race, nationality, sexual preference, or social, political or religious views of the authors. (Highline Community College Library, Library Policy Statement, May 1984)

Confidentiality of records: RCW 42.56.210 provides for the confidentiality of library records (1.1).

RCW 42.56.210 Certain personal and other records exempt. (l) The following are exempt from public inspection and copying:

(l) Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user.

Highline's workstation and network logs that collect and retain information concerning information resources accessed shall be considered library records.

Maintenance of protected records: Library records will be retained only to the extent necessary to conduct the business of the library/college, such as tracking overdue materials or managing the efficient functioning of the workstation or network.

Release of protected records: RCW 42.56.210 provides for the release of protected records by action of the superior court.

RCW 42.56.210 Certain personal and other records exempt.

(2) Inspection or copying of any specific records exempt under the provisions of this section may be permitted if the superior court in the county in which the record is maintained finds, after a hearing with notice thereof to every person in interest and the agency, that the exemption of such records is clearly unnecessary to protect any individual's right of privacy or any vital governmental function.

*1321 WAC: Highline Community College

168A Use of the Library

010 Purpose of the Library

Highline Community College Library, in its role of cooperating against the abridgement of free expression and free access to ideas, provides public information and enlightenment through its responsibility to maintain books and other materials of value for their wide range of information, interest, viewpoints and enlightenment on the problems and issues of our times. Just as its doors remain open to all individuals, regardless of age, sex, race, religion, national origin or socio-political views, so its shelves remain open to all books regardless of the author's age, sex, race, religion, national origin or socio-economic viewpoint. Further, Highline Community College's library perceives itself as challenger to all attempts at censorship and/or proscription of views of either patron or authors because it is an education institution for democratic living.

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