



Privacy

The Southwestern College Library complies with the Kansas Open Records Law (K.S.A. 45-221f) and federal laws to uphold the right to privacy. We also observe the Family Educational Rights and Privacy Act (FERPA).

The library only keeps personal information that is required for the management of library services. This information is secure to prevent unauthorized access. However, the library is not responsible for information collected from or by web sites linking from or to the library's web site.

Records may be released only to a law enforcement agency after the presentation of an order by a court of competent jurisdiction issued in proper form (a court issued subpoena or search warrant) and/or under the provisions of the USA Patriot Act. If information is requested under the USA Patriot Act, it will prohibit the library from notifying the individual.

If a law enforcement agency makes a request for information, library staff and student workers will use the following guidelines:

- If a law enforcement official requests information, do not disclose any information. Ask for identification and inform the Library Director or designee of the request.
- If a law enforcement official presents a subpoena, contact the Library Director or designee. The Library Director or designee will inform the Academic Vice President, who will contact legal counsel for Southwestern College.
- If an FBI agent presents a warrant (state and local officials cannot administer warrants under the Patriot Act), do not interfere with their search or seizure. Contact the Library Director or designee immediately and the Academic Vice President shall be informed.