



## **Confidentiality of Library Records Policy**

### **Hiawatha Public Library**

It is the policy of the Hiawatha Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library.

No individual except authorized library staff shall have access to circulation or patron records other than his or her own without the cardholder's consent.

The library interprets possession of a card or card number as consent to use it unless it has been reported lost or stolen or there is reason to believe that consent has not been given.

Library accounts for which a bill has been sent may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel for the purposes of recovering overdue material and settling accounts for lost material.

Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and include Internet and electronic resource search records; reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment or services.

Contact information for community displays and meeting room use is provided by the user and considered public information.

Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including broadcast on the library's website, the Internet, and other media.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access.

At no time will the Library Director, who serves as custodian of the records, release protected records except if a request is submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code

#### **I. State Code of Iowa**

##### **22.7 Confidential records**

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

Adopted by the Hiawatha Public Library Board 8/14/2001

Reviewed 3/13/2007, 9/14/2010

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