

Carnegie-Stout Public Library
360 West 11th Street
Dubuque, Iowa 52001-4697
(563) 589-4225 office
(563) 589-4217
www.dubuque.lib.ia.us



CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Section 22.7(13), Code of Iowa, states that unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information, the following library records shall be kept confidential:

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.

Confidentiality extends to information sought or received and materials consulted, borrowed, requested or acquired, and includes 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.

The Carnegie-Stout Public Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members. Information concerning an individual's account will be released to that individual only, unless one of the following exceptions applies:

- a. The Library interprets possession of a card 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 staff will require verification of identity.
- b. The library will release information to the parent or guardian of a minor child (under age 18) for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other

matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party digital services, including but not limited to, e-books and e-audio, to which we provide access.

The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential "... 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" (Iowa Code 22.7).

*By the Library Board of Trustees
Adopted June 21, 2000
Reviewed March 28, 2003
Revised, April, 2012
Revised, February 25, 2016
Revised March 28, 2019*



*Patty Poggemiller, President
Library Board of Trustees*