

Correctionville Public Library

Confidentiality of Library Records

Under Iowa law, 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 shall be kept confidential, Iowa Code, Section 22.7.

Information concerning an individual's account will be released to that individual only. Information concerning a family account may be released to the family member requesting the information.

A designated person may pick up library materials for another patron with notice by a phone call, in writing or by using that patron's library card.

Other request for the release of confidential patron records will only be honored pursuant to a court order as provided in Iowa Code, Chapter 22.

The library will release information to the parent or guardian of a minor child for 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.

The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

Adopted by Correctionville Public Library / Board of Trustees

March 2018

