

# Confidentiality of Library Records Policy



Van Meter Public Library

505 Grant Street, PO Box 160

Van Meter, IA 50261

(515) 996-2435

---

To protect the rights of our library users, Van Meter Public Library endeavors to keep all records pertaining to customers' use of library materials and information confidential. 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 Van Meter 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 (or card number in a phone or email request) 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.
- b. The library will release information to the parent or guardian of a minor child 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).

Adopted – December 20, 2017