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

Carnegie-Stout
PUBLIC LIBRARY
*Check out the possibilities!*

CARNEGIE-STOUT PUBLIC LIBRARY

# CONFIDENTIALITY OF LIBRARY RECORDS

Confidentiality of library records is covered in Iowa Code, Section 22.7 and states that the records of a library shall be kept confidential when by themselves or examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information.

Information concerning an individual's account will be released to that individual only.

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.

Confidentiality extends to information sought or received and materials consulted, borrowed, 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, account, and Library presence by securing and limiting access to these same records and back-up records to only approved staff members.

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 service.

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*

Paula Connors

*Paula Connors, President*
*Library Board of Trustees*

*This policy was adapted from the Iowa City, Iowa Public Library's policy on confidentiality.*