CARNEGIE-STOUT PUBLIC LIBRARY

EXAMINATION OF PUBLIC RECORDS POLICY

PURPOSE: The purpose of this policy is to provide for the implementation of procedures in accordance with Chapter 22, Code of Iowa, Examination of Public Records (Open Records).

SCOPE: The provisions of this policy are applicable only to the Carnegie-Stout Public Library and its employees under the administrative control of the Library Director. It is intended to be in compliance with the City Administrative Policy #1.06 covering similar subject matter pertaining to City public records. Under this City Administrative Policy Library records are the responsibility of the Library Director.

POLICY: It is the policy of the Carnegie-Stout Public Library that all government records shall be open to examination by the public with the exception of those records specifically exempt from public examination by the Code of Iowa and judicial decisions. Also exempt from public examination are those confidential records listed in Section 22.7 of the Code of Iowa where the release of such records would subject the Library and/or the City of Dubuque and/or its officers/employees to criminal or civil liability. In particular such exemption will apply as stated in Section 22.7, paragraph 13 to "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. . . ."

EXECUTION: This policy is not applicable to informational materials or documents maintained by the Library for the express purpose of lending or distributing for public use.

SERVICE CHARGES: Charges for copying or scanning documents for the public shall be in accordance with those set by the Board for copying on the Library's coin operated photocopiers. In the event the services of a Library employee are required to copy documents, there shall be a charge of $12.50 per each half hour or portion thereof in excess of the first fifteen minutes. Such service charges may be collected in advance and shall be coded to the Library's miscellaneous revenue account. Charges for professional and managerial assistance shall be determined by multiplying the hourly rate of the person providing the assistance plus 25 percent and prorated to the nearest half hour with the first fifteen minutes provided without charge.

OPEN MEETINGS LAW: The Open Meetings Law, Chapter 21, Code of Iowa, authorizes the Library Board of Trustees to conduct closed sessions under certain conditions. Government records used for such meetings may be subject to public examination unless specifically exempt by the Code of Iowa.

VIOLATIONS: Violation of Chapter 22, Code of Iowa, may subject the Library and/or the City to fines, attorney fees and court costs. Additionally, persons guilty of violating Chapter 22 may be personally liable for fines and for such fees and costs.

Adopted by the Library Board of Trustees
Adopted January 22, 1998
Reviewed March 28, 2003
Revised February 28, 2013

Paula Connors

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Paula Connors, President
Library Board of Trustee