

EXAMINATION OF PUBLIC RECORDS POLICY

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. . . .”

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. All requests for the release of public records must be approved by the Library Director.

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 \$15.00 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.

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.

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 April 23, 2009
Revised February 28, 2013
Revised, January 28, 2016
Revised, March 28, 2019
Revised, April 25, 2019*



*Patty Poggemiller, President
Library Board of Trustees*

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PUBLIC RECORDS REQUEST FORM

Date: _____

First Name: _____ Last Name: _____

Organization Name if Applicable: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Records requested to be examined/copied (please be very specific):

Although the records you are requesting may be deemed “public records” under Iowa Law, you are hereby advised that your use of this information must comply with local, state, and federal laws. The Carnegie-Stout Public Library and the City of Dubuque hereby deny any and all responsibility of how this information is used by you.

The undersigned acknowledges that he/she has read the above and understands and agrees to terms.

Signature: _____ Date: _____

Records Examination Supervision Fee: \$_____ (\$15.00/hour)

Records Retrieval Fee: \$_____ (\$15.00/hour)

Copy Fee: \$_____ (\$.10 per page b/w, \$.15 double sided; \$.50 per page color; large copies at additional charge)

Postage and Handling Fees: \$_____ (applicable rate).

See Fines and Fees Policy for more information on fees.

Date Paid: _____ Check # _____ Cash _____ Staff Initials _____