

**Confidentiality of Library Records
Hiawatha Public Library**

It is the policy of the Hiawatha Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library. Information concerning the account of a patron will be released to that person only.

However, the library will release information to the parent or guardian of a minor child for the purposes of recovering overdue material 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. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using.

It is the intent of the board of trustees of the Hiawatha Public Library to empower the library director or the assistant library director or their designee, as the lawful custodian of library records, to release circulation records that are otherwise confidential, if the purpose of that release is in accordance with the provisions of this policy.

Other requests for the release of confidential patron records will be honored if submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code. Library staff will seek legal counsel from the City Attorney's Office in the event of a request for library records and will respond to the request according to the advice of counsel.

Adopted by the Hiawatha Public Library Board August 14, 2001

Reviewed 3/13/07

Reviewed 9/14/10

Revised 3/11/14

State Code of Iowa

22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

13. 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