

GRIMES PUBLIC LIBRARY CONFIDENTIALITY OF RECORDS, CUSTODIAN OF RECORDS POLICY

The Grimes Public Library serves the educational, informational and recreational needs of the community. The Library aims to ensure everyone has access and the freedom to choose from the Library's various resources.

Grimes Public Library joins with other libraries in the United States in supporting the Library Bill of Rights and the Freedom to Read statement of the American Library Association (Adopted by the Board of Trustees, February, 1999, 2022).

In accordance with the American Library Association's guidelines, the Grimes Public Library:

Does not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.

Holds confidential the names of card holders and their registration information and does not provide access to that information for private, public or commercial use. The library cannot ensure privacy of personal or circulation records when engaging third party companies or consortiums in circulation functions, such as downloadable e-books, merchant services in credit card/debit card transactions, etc.

Seeks to protect, as far as possible, the privacy of patrons who use the library and recognizes the right of all patrons to request information without concern for their request(s) being made public.

Releases 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. (Iowa Code, Section 613.16) 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.

Interprets possession of a card (physical and/or electronic) as consent to access the account unless reported lost or stolen by account holder.

Has made the lawful custodian of the records the Director of the Library.

Does not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Circumstances which may require the library to release the information include the following:

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- a. A criminal or juvenile justice agency seeking information only pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the library Director with a court order demonstrating that there has been 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.
- b. The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).
- c. The library receives a National Security Letter seeking the information pursuant to the *USA Patriot Act*.
- d. The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.

All library registration and circulation records, and resources used by patrons are to remain confidential and protected by library policy and state law (Iowa Code, Section 22.7.13).

Approved by the Grimes Public Library Board of Trustees: 10/06; 12/11; 01/13; 09/15; 01/18; 01/22