

## **CEDAR FALLS PUBLIC LIBRARY**

### **Confidentiality Policy**

The confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

Confidentiality extends to information sought or received and materials consulted, borrowed or otherwise acquired including:

- database search records
- Internet and electronic resources search records
- reference interview and transactions
- interlibrary loan records
- all other personally identifiable uses of library materials or information services.

### **Compliance with Iowa Open Records Law**

All information stored in any medium belonging to a city is defined as a public record by Section 22.1(3) of the Code of Iowa, but Section 22.7(13) provides that certain "public records" are confidential, including: "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 same section specifically prohibits the release of such information except under court order.

### **Library's Responsibility**

At no time will the Library Director, who serves as custodian of the records, release records of circulation transactions or information requests except under court order. Furthermore, the Library will resist issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

### **Borrowers' Rights**

The confidentiality of circulation transactions and information requests is both library policy and state law. This information may be released only to the person who has borrowed the items upon presentation of the library card or by phone if the patron provides the card number. Parents may be told how many books are checked out to their children and when they are due, but may not be told the titles of the items.

Reviewed 9/2/15