

CONFIDENTIALITY POLICY

Under Iowa law, 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 shall be kept confidential, Iowa Code, Section 22.7.

Information concerning an individual's account will be released to that individual only.

Other requests for release of confidential patron records will only be honored pursuant to a court order as provided in Iowa Code, Chapter 22.

The library will release 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. 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.

The Jesup Public Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

Adopted:

January 17, 2018