

Library Records - confidentiality

Rod Library maintains the confidentiality of library records and of other information related to an individual's use of library resources and services. Privacy of library records is protected under Section 22.7 of the Code of Iowa (see text below). Rod Library conducts its operations in accord with Article III of the American Library Association Code of Ethics (revised 1995) which states "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." The entire code may be viewed at http://www.ala.org/Content/NavigationMenu/Our_Association/Offices/Intellectual_Freedom3/Statements_and_Policies/Code_of_Ethics/History1/codeofethics.pdf. Individuals who use library services that require personally identifiable information are entitled to view and/or update their information. Patrons who decline to supply some or all requested personal information may be denied certain Library services.

Library records include address and other registration information, circulation records, records documenting reference or informational questions, and records of participation in library classes and similar sessions. Library employees will not reveal the identity of a borrower, requestor, or of those using specific services or resources. The Library will not sell, license or disclose personal information to any third party without the supplying patron's consent, unless it is compelled to do so under the law or to comply with a court order.

Endorsed by Rod Library Administrators' Council
20 November 2003

Section 22.7, Code of Law

<http://www.legis.state.ia.us/IACODE/2003/22/7.html>

Section 22.7 of the Code includes among confidential records "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."