

## **Waterloo 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 interviews 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 after appropriate notice of hearing.

#### *Borrower’s Rights*

The confidentiality of circulation transactions and information requests is both library policy and the state law. This information may only be released to the person who has borrowed the items upon presentation of the library card or by phone if the patron provides the card number. However, the library will release information to the parent or guardian of a minor child for the purposes only 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.

**Reviewed by Board of Trustees. 6/05/14**

**Reviewed by Board of Trustees. 2/09/09**

**Reviewed by Board of Trustees. 1/09/06**

**Adopted by Board of Trustees. 9/09/02**