

ANKENY KIRKENDALL PUBLIC LIBRARY
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library
To be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection

SUBJECT: **CONFIDENTIALITY OF RECORDS**

BACKGROUND: The Council of the American Library Association strongly recommends that the Library Staff and Library Board of Trustees of each library in the United States:

1. Formally, adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the 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.

POLICY: A. The Board 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.

B. All library registration, circulation, and reference resources used by patrons, whether electronic, on-line, or hard copy are to remain confidential and protected by library policy and state law (Iowa Code, Section 22.7).

PROCEDURE: A. Staff will under no circumstances respond to a third party's request regarding what a library patron is reading or requesting from the library.

B. Information concerning a patron's registration record (including whether or not a citizen has a card), circulation records, and the nature or particulars of reference questions asked will not be made available to any citizen, agency, or state, federal, or local government authority.

C. Library staff will explain the library's confidentiality policy to anyone requesting to examine the records of an identified user.

D. Referral to the Library Director shall be initiated whenever a patron requires further assistance, is dissatisfied with the staff person's response, requires clarification of the policy, or for whatever reason wishes to pursue the inquiry further. If the Library Director is unavailable, the staff member shall refer the person to the Library Board President, or if the President is unavailable, to a Library Board member.

E. Receipt of a court order or subpoena for any library records shall immediately be turned over to the Library Director who will consult with the Board of Trustees and City Attorney to determine an appropriate response.

F. Library records shall not be available to any person, entity, state, federal, or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction.

EXCEPTIONS:

A. Library patrons' (18 years and older) contact information (i.e. name, address, email) will be shared with the Friends of the Ankeny Library, an independent 501 (c) 3 nonprofit organization, unless they opt-out at time of library card application.

B. 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. (Parental Responsibility of Actions of Children – Iowa Code, Section 613.16)

Adopted by Library Board of Trustees:

6/19/2000

Reviewed:

6/6/06

April 17, 2014

Revised:

6/19/08

8/16/18

5/20/21