

Waverly Public Library
1500 West Bremer Avenue
Waverly, IA 50677
319-352-1223
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Waverly Public Library Confidentiality of Library Records Policy

The Board of Trustees of the Waverly Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

Policy goal This policy is meant to protect the privacy of library users while complying with the Constitution of the United States of America, the First and Fourth Amendments, the United States Code, the Code of Iowa, the Code of Ethics of the American Library Association, and the Library Bill of Rights and its interpretations. Confidentiality is essential to protect patrons' rights under these documents (see "References" below).

Scope The library will not reveal the identities of individual users nor the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities, or services.

Library card The library will hold confidential the names of card holders and their registration information and not provide access for private, public, or commercial use. Patron registration records are retained for 5 years from the last activity date and then are purged by deleting from the ILS (integrated library system) and shredding the paper registration card. If there is an outstanding bill, the patron registration may remain in the system.

Custodian of records The lawful custodian of the records is the Library Director. Address questions about this policy to the Library Director (see Local Contacts below).

Legal exceptions The library will not release registration, circulation, or other records protected under the Iowa Code unless it is required by law to release the information. Circumstances that may require the library to release the information include the following:

- A. The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code.
- B. The library receives a Warrant or other relevant legal document for the information.

Privacy practices The library will avoid practices and procedures that place personally identifiable information on public view.

Photographs/recordings Persons attending library programs may be photographed or recorded as an audience member. These images may be used for library programming or promotion.

Security cameras Although the library uses security cameras for patron safety and security, the library's security camera policy limits use of security images.

Third-party vendors The privacy policies of the library's third-party vendors are independent of these confidentiality policies.

REFERENCES

First Amendment: Congress shall make no law...abridging the freedom of speech...

Fourth Amendment: The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Code of Iowa 22 "Examination of Public Records (Open Records)"

22.7 Confidential records. The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...:

22.7.13 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.

Code of Ethics of the American Library Association: "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."

Library Bill of Rights: See Appendix A, Collection Development Policy.

PROCEDURES

1. **Request to Custodian of the Records** The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users shall immediately **refer the requestor to the Director, the official custodian of the records**. If the Library Director is not available, the library staff member will contact the Director as soon as possible. In the event the Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.

2. **Court order, warrant, or other relevant legal document** The Library Director will meet with the requestor of the information. The law enforcement officer must have a court order, a warrant, or other relevant legal document to receive the requested records. If the officer does not have a proper court order, warrant, or other relevant legal document compelling the production of records, the Library Director will refuse to provide the information. The Library Director will not communicate with an unauthorized person prior to meeting with legal counsel.

3. **Access to legal counsel** If the records requested cover registration, circulation, or other records protected under the Iowa Code, and the Director is uncertain about whether the court order, warrant or other relevant legal document presented to the Library Director is sufficient to require release of the records, the Library Director may immediately consult with legal counsel to determine if the court order, warrant or other legal document is sufficient to require release of the records.

4. **Defects** If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the Library Director shall insist that such defects be cured before any records are released.

5. **Release** If the Library Director or the Director in consultation with library's attorney determines that the court order, warrant, or other relevant legal document is sufficient and compels the release of the records, the Library Director shall release the records.

6. **Refusal** If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the Library Director shall refuse to provide the requested records.

7. **Further legal action** The Library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation, or other records protected under the Iowa Code if the Library Director and the library's legal counsel deem such action to be appropriate.

8. **Reports from staff** Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Library Director. Any other problems relating to the privacy of circulation and other records identifying the names of library users that are not provided for above shall be referred to the Library Director.

LOCAL CONTACTS

To be connected with legal counsel contact City staff member:

Kate McGlaun
kmcglaun@waverlyia.com

City of Waverly
200 First Street NE
Box 616
Waverly, IA 50677
319-352-9211

Library Director and official custodian of the records:

Sarah Meyer
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Approved Sept. 23, 2003 pc

Reviewed. No Change 10 26 2004pc

Updated director contact 10-11-05 sm-r

Revised and approved 8-14-07 sm-r

Revised and approved June 8, 2010 smr

Updated Legal Counsel 2-14-12 smr

Reviewed with no changes 2-11-14 sm-r

Contact update on legal counsel 6-4-14 sm-r

Revised 1-12-16 sm-r

Revised 1-14-20 smr (Added email for legal counsel.)

Revised 9-12-23

Revised 4-14-26 Removed Code of Iowa 22.7.18, updated legal counsel, removed security camera recordings from Scope. Scem.