

Confidentiality of Library Records

Libraries are a critical force in promoting the free flow and unimpeded distribution of knowledge and information for individuals, institutions, and communities in a democratic society.

The Hudson Public Library will protect records 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.

The Library Director and the City Attorney will be responsible for handling law enforcement requests. In the absence of the Library Director, the Assistant Library Director will contact the city attorney. All library staff will be trained on the procedures for handling law enforcement requests. If a court order requires the removal of a computer server or workstation the director will request that a back-up tape be made before the computer is removed.

The names of library users and their registration information will not be disclosed for private, public, or commercial use.

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 library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party digital services to which we provide service.

The library will only collect personal information when necessary for efficient operation and will avoid practices and procedures that place personal information on public view.

See:

Code of Iowa 22.2 "Right to examine public records – exceptions"

Code of Iowa 22.7 "Confidential Records"

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