

## **POLK CITY COMMUNITY LIBRARY CONFIDENTIALITY POLICY**

**The Polk City Community Library Board has deemed the following policy for confidentiality.**

### **POLICY STATEMENT**

The Polk City Community Library to ensure confidentiality of borrower has adopted the Iowa Code 22.7 Confidential records 13.) And 14.).

### **REGULATIONS**

These rules state:

#### **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...

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.

14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

### **PROCEDURES**

Library staff will follow these rules at all times, during all types of communication.

In Person  
By Phone  
By Internet  
By Fax  
By Mail

### **GUIDELINES**

All staff will be instructed in confidentiality matters upon hiring.

Parents are responsible for children under the age of 18, and agree to this upon signing their children's library registration card or computer permission slip.

Accepted by the Polk City Community Library Board \_\_\_\_\_