

# Confidentiality of Library Records Policy



Scope of Policy			
<i>Scope:</i>	Confidentially and privacy of patron information	<i>Effective Date:</i>	Revised 7/10/2023

Provisions			
<p>It is the policy of the Marion Public Library to maintain confidentiality of its patrons' library records (which extends to information sought or received and materials consulted, borrowed, or acquired and includes internet and electronic resource search records, reference interviews and transactions, circulation records, interlibrary loan records, meeting room bookings, and other personally identifiable uses of library materials, equipment, or services). Information concerning the account of a patron is to be released to that patron only. The library will release information to the parent or guardian of a minor child for the purposes of recovering overdue materials and settling accounts for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians for any other reasons. This policy is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics guided by the American Library Association Code of Ethics, which the library board adopted on August 12, 2002.</p>			
<b>I. Records Provisions</b>			
<ol style="list-style-type: none"><li>1. Use of the cardholder database is limited to staff of the Metro Library Network (Cedar Rapids Public Library, Marion Public Library, Hiawatha Public Library). The database may also occasionally be used by staff for marketing or activities designed to enhance or improve the libraries or to inform library users about library services. Card holder registration information will never be used for private, public, or commercial purposes.</li><li>2. It is the intent of the Board of Trustees of the Marion Public Library to empower the Library Director or designee, as the lawful custodian of library records.</li><li>3. The library will not release circulation or other records protected under Iowa Code, Chapter 22.7, Section 13, unless it is required by law to release the information. Circumstances which may require the library to release the information include, but are not limited to, the following:</li><li>4. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the library director or designee with a court order demonstrating that there has been 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.<ul style="list-style-type: none"><li>• The library receives a warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).</li><li>• The library receives a National Security Agency letter seeking the information pursuant to the USA Patriot Act.</li><li>• The library receives a valid court order requiring the library to release registration, circulation, or other records protected under the Iowa Code.</li><li>• The library receives a valid court order and the information is sought in conjunction with a criminal or juvenile justice investigation.</li></ul></li><li>5. Contact information for displays and meetings is provided by the user and is considered public information.</li></ol>			