

CONFIDENTIALITY POLICY

The Independence Public Library Board of Trustees recognizes library circulation records and other records identifying specific users are confidential in nature. No individual except authorized library staff shall have access to patron records other than his or her own without the cardholder's consent. Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. The purpose of this policy is to explain how the Library will respond to requests for information about library users.

Confidentiality 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, and other personally identifiable uses of library materials or services.

- Information about items checked out on the card can only be given to the cardholder or to another person with the cardholder's permission. Possession of a library card or library card number implies cardholder consent unless the card has been reported as lost or stolen, or there is reason to believe that consent has not been given.
- Overdue library accounts may be revealed to parents of minor children, a collection agency, or law enforcement personnel.
- Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including the library website, and social media sites, newspaper, and other media.
- Contact information made public for displays and meetings is provided by the owner and is considered public information.
- For information about security camera confidentiality, please see the Security Camera Policy.

Except as noted, at no time will the Library Director, who serves as custodian of the records, release protected records except under Court order. Furthermore, the Library Board will 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.

Related Documents:

Constitution of the United States First Amendment and Fourth Amendment

Code of Ethics of the American Library Association

Code of Iowa, Examination of Public Records Chapter 22.7