

# **Fort Dodge Public Library**

## **Confidentiality and Library User Records**

### **Policy**

The Board of Trustees of the Fort Dodge Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics.

The Library Director is the custodian of the Library's records.

The library requires all staff, volunteers, and third parties with access to library user records to agree to uphold confidentiality as specified by library policies and applicable Iowa code.

The Library Director may authorize specific uses of the data contained in the library's user records by the Library, the Fort Dodge Public Library Foundation or the Friends of the Fort Dodge Public Library. The information may be used to conduct library business, communicate with library users, or improve library services.

Public access to names of persons who hold Fort Dodge Public Library cards could discourage use of the library. The library will hold confidential the names of the card holders and their registration information.

The library will not reveal the information sources or services individual users consult unless required by law or court order. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes Internet and database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials.

The library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed through these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes.

The library cannot ensure privacy of circulation records during the process of collecting fines and fees.

Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek counsel from the city's attorney in the event of such request for release of library records, and will respond to the request according to advice of counsel.

In the case of a minor child, the library will release information to the parent or legal guardian for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged materials for which a parent or guardian may be considered liable. However, information will not be provided to the parent or legal guardian who is merely attempting to determine what library resources or materials a minor child is using.

Library records for long overdue materials for which a bill has been sent may be revealed to a collection agency or law enforcement personnel.

Contact information for use of meeting rooms is provided by the user and considered public information.

Patrons attending or participating in library programs or public meetings may be videotaped or photographed. These images may be used for library programming or promotion on the library's website, Facebook page, the Internet or other media.

### **Compliance with Iowa Open Records Law/Patron Rights**

All information stored in any medium belonging to a city is defined as a public record by Section 22.1 (3) of the Code of Iowa. Any use of the information in the patron database will be in compliance with that section, and Section 22.7 (13) of the Code of Iowa.

Revised 05/19/2003  
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