



## **Confidentiality of Records Policy**

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The Board of the Logan Public Library respects the privacy of patrons and recognizes its responsibility to protect that privacy. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use. The Logan Public Library recognizes that children and youth have the same rights to privacy as adults.

The confidentiality policy of the Logan Public Library is based on the First and Fourth Amendments of the Constitution, the Iowa Code, and the professional ethics of the American Library Association.

Everyone who provides governance, administration, or service in libraries, including volunteers, has a responsibility to maintain an environment respectful and protective of the privacy of all users. It is the library's responsibility to provide ongoing privacy education and training to library workers, governing bodies, and users in order to fulfill this responsibility.

The library shall not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities, or searches.

The library will hold confidential the names of library card account holders and their registration information and not provide access for private, public, or commercial use.

The lawful custodian of the records is the Library Director.

The library will not release registration, circulation, or other records protected under Iowa Code unless it is required by law to release the information. Circumstances which may require the library to release the information include the following:

- A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a crime AND the criminal or juvenile justice agency presents the Library Director 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
- 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)
- The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act
- The library receives a valid court order requiring the library to release registration, circulation, or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation

***Updated: November 7, 2022***