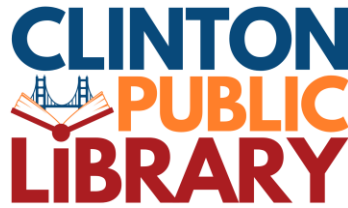


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Confidentiality of Records Policy

The Clinton Public Library Board of Trustees recognizes that the confidentiality of library records is directly related to the freedom of citizens to read and pursue information without fear of intimidation and is central to the concept of Intellectual Freedom. To ensure citizens free access to information, a library must protect its users from intimidation or harassment which might occur if user records were made available for purposes other than those for which they were intended.

Confidentiality extends to information requested, borrowed, or acquired and include Internet and electronic resource search records; reference requests and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment or services.

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 broadcast on the library's website, the Internet, and other media.

Section 22.7 Code of Iowa: *The following library 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.*

The Library Director or the Director's designee is the lawful custodian of all library records, and in consultation with the City of Clinton attorney, is authorized to release records.

The Clinton Public Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members. Patrons that cannot present their current library card must provide photo identification to use their account. Information concerning an individual's account will be released to that individual only, unless one of the following exceptions applies:

- The library interprets possession of a card or card number as consent to use it unless it has been reported lost or stolen. If there is reason to believe that consent has not been given, library staff will require verification of identity.
- The library will release information to the parent or guardian of a minor child (under age 18) for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

Policy update approved by the Clinton Public Library Board of Trustees on September 21, 2026