

Adopted 9/2002  
Reviewed 12/2011  
Reviewed 05/2015

**CONFIDENTIALITY POLICY  
FOR THE  
NEWELL PUBLIC LIBRARY**

The Board of Trustees of the Newell Public Library recognizes the responsibility to protect the privacy of its library users. Therefore the release of any personal information about a patron (including name and address) to an outside party may discourage persons from obtaining a library card. The board also recognizes that the circulation transactions of the library, Internet and computer usage, Interlibrary loan records, information requests, and all other services are confidential in nature.

All library employees are advised that patron records shall not be made available to anyone including any agency of federal, state or local government. At no time will library employees or the Library Director, who serves as custodian of the records, release records of circulation except under court order.

Furthermore, the library 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.

See Iowa Code 22.2, 22.7.13, and 22.7.18 “Every person shall have the right to examine and copy public records... [however] The following public 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: ... 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.”

Iowa Code 22.7.18 “Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside the government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.”