

FERTILE PUBLIC LIBRARY  
Confidentiality Policy  
2019

The 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.

Confidentiality of library records is covered in Iowa Code, Section 22.7 and states that the records of a library shall be kept confidential when by themselves or examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information.

Confidentiality extends to information sought or received and materials consulted, borrowed, or otherwise acquired, including:

- Database search records
- Internet and electronic resources search records
- Reference interview and transactions
- Interlibrary Loan Records
- All other personally identifiable uses of library materials or information services.

Information concerning an individual's account will be released to that individual only. The library interprets possession of a library card ( or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

The library will release information to the parent or guardian of a minor child in order to recover overdue materials and settle accounts for lost, late, or damaged material, and for other matters related to the recovery of materials 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 child is using.

At no time will the Library Director, who serves as custodian of the records, release records of circulation transactions or information requests except under court order. Furthermore, the library will resist issuance or enforcement of any such process, order or subpoena until such a time as a proper showing of good cause has been made in a court of competent jurisdiction. The library will ensure the confidentiality of a patron's library record, account, and library presence by securing and limiting access to these same records and back-up records to only approved staff members.