

# CONFIDENTIALITY STATEMENT

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Library patron and circulation 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. (Iowa Code Chapter 22.7)

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 are confidential. The records shall be released to a criminal 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 Chapter 22.7)

The Charles City Public Library Board of Trustees recognizes that circulation records of the library are confidential in nature and advises all Library employees that such records shall not be made available to anyone other than the person to whom the material is checked out without a court order.

**Approved 12/9/2021, reviewed 11/9/2023**