

USE OF MATERIALS CONFIDENTIALITY

Policy Statement: The library board believes that since the Burt Public Library is a publicly funded institution, it should be a good steward of the public monies in making materials and services available to patrons.

Philosophy: The Burt Public Library is supported primarily by taxes paid by the residents of Burt and surrounding communities. Therefore, the library has a responsibility to protect the taxpayer's investment in the collection of the library, as well as to protect the confidentiality of the patron.

Regulations: Proper identification and verification of residence is required to obtain a library card. A parent or guardian must assume responsibility for materials borrowed by their child under the age of 14. Therefore it is the adult's identification which is required for registration under the age of 14.

A. Registration of Patrons

Patrons will present one form of identification with a current address and will fill out the information card. Library staff will enter the information in the computer system.

New patrons will have a one month probationary period. During that time patrons will be limited to three books and/or one video at a time.

Patron must be physically present to check out materials; however exceptions can be made by the librarian on a case by case basis.

Library staff will educate the patron on Burt Library's policies concerning material usage and patron responsibility.

B. Confidentiality of Patron Records

Under Iowa law, the records of a library which would reveal the identity of the library patron checking out or requesting an item or information from the library shall be kept confidential, Iowa Code, Section 22.7. Information concerning an individual's account will be released to that individual only.

Other requests for the release of confidential patron records will only be honored pursuant to a court order as provided in Iowa Code, Chapter 22.

C. Confidentiality of Records of Minors

According to a 1993 letter from the legal Consultant at the Iowa Department of Education, persons who contract with a minor do so at their own risk for the minor lacks the legal capacity to contract. Parents, under Iowa Code 613.16, are liable for the acts of their children.

At the same time, Iowa Code subsection 22.7 (13) protects the confidentiality of all library patrons **regardless of age**. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential

This, the Burt Public library will only release information regarding library use and/or items check out by minors to parents or legal guardians in the event that items are overdue or fines/fees are due.

Records requested by a criminal or juvenile justice agency may be release **only** upon receiving a court order.