

Confidentiality of Library Records Policy 10/08

It is a law of the State of Iowa (Iowa Code, Sec 22.7) and the policy of the West Liberty Public Library that library records are confidential in nature, and that information identifying the names of library users, their personal information and /or the nature, titles, or subjects of the library materials they use will be held in confidence, regardless of age or race.

All employees of the library have been informed that all patron records are not to be made available to any person or to any agency or local, state, or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, local, state, or legislative investigative power.

Upon receipt of such process, order, or subpoena, library authorities will consent with legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, such defects must be corrected before the library can comply.

Any representative of a local, state, or federal agency, or any law enforcement officer who requests access to such information must do so through the Director of the Library.

Any official request for access to information must be reported immediately to the Director of the Library.