

Sergeant Bluff Public Library Confidentiality Policy

This policy assures that the private information of patrons will be held in strictest confidence and used only for intended purposes.

Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. To encourage patrons to exercise their right to access all the information available from Sergeant Bluff Public Library, and pursuant to [Iowa Code Section 22.7](#), the Sergeant Bluff Public Library and its Board of Trustees recognize patron-use records of Sergeant Bluff Public Library are confidential in nature.

Patron-use records are any records identifying the names of library users and any library materials, printed or electronic, they have accessed. Sergeant Bluff Public Library will retain patron-use records only for the period of time needed to retrieve overdue materials, to collect payment of outstanding fees, to resolve abuse of library services and to compile statistics. Patron-use records that are no longer needed for their intended purposes shall be destroyed.

No individual except authorized library staff will have access to patron records, other than his or her own, without the cardholder's consent. Unless the card has been reported lost or stolen or there is reason to believe that consent has not been given, Sergeant Bluff Public Library interprets possession of a card as consent to access account information.

Sergeant Bluff Public Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third-party digital services to which we provide access.

The Sergeant Bluff Public Library Board of Trustees authorizes only the Sergeant Bluff Public Library Director to receive or comply with requests from law enforcement officers. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. The Sergeant Bluff Public Library Director will consult legal counsel through the City of Sergeant Bluff in the event of a request for release of library records and will respond to the request according to advice of counsel.

REVISED: 7/19/23

APPROVED: 10/18/23