

## **Confidentiality Policy**

Purpose: The Board of Trustees of the Kling Memorial Library affirms that privacy and confidentiality of library records and transactions are essential to protect the privacy of users and follow the Code of Ethics of the American Library Association. The library recognizes that the confidentiality of library records is directly related to the freedom of citizens to read and pursue information without fear and is central to the concept of intellectual freedom. A democracy presupposes an informed citizenry. As a publicly supported library, the Kling Memorial Library provides free and equal access to information for all people of the community the library serves.

The Kling Memorial Library formally adopts a policy that specifically recognizes that its circulation records and other records identifying the names of the library users/patrons to be confidential according to the ALA code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted," and Iowa Code Section 22.7(13).

The Kling Memorial Library Board of Trustees advises the director and library employees that such records shall not be made available to any person, entity, or agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The custodian of records (the Library Director), upon receipt of such process, order, or subpoena, shall consult 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, they will insist that such defects be cured.

Confidentiality of circulation transactions and information requests are library policy. When parents inquire as to the titles of items that their children have borrowed, library policy dictates that parents may be told how many items are out, which types of items are out, and when they are due, but specific titles will not be released to anyone but the cardholder.

Adopted: June 14, 2007

Reviewed and Adopted: June 10, 2010

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