

Davenport Public Library

Confidentiality of Library Records

The Davenport Public Library Board of Trustees recognizes that the confidentiality of library records is directly related to the freedom of citizens to read and pursue information without fear of intimidation, and is central to the concept of Intellectual Freedom. To assure citizens free access to information, a library must protect its users from intimidation or harassment which might occur if user records were made available for purposes other than those for which they were intended.

To maintain this confidentiality, such records shall not be made available to anyone including any agency of state, federal, or local government except as required by law. The custodian of records (the Library Director) will release records of circulation transactions or information requests only under court order or other lawful order related to terrorism or national security. Furthermore, the Board of Trustees will resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Section 22.7(13), code of Iowa, specifically prohibits release of such information except under court order.

In fulfillment of partnership agreements with the Davenport Community Schools, and for the purpose of assessing program impact, the Library may share the names of students participating in the Summer Reading program and other special initiatives with the Davenport Community Schools. Information shared with the Davenport Community Schools is subject to the schools' confidentiality policy. All other confidentiality requirements apply in that no circulation transaction or information about information requests will be shared.

Confidentiality of circulation transactions and information requests are both library policy and state law. When parents inquire as to the titles of items their children have borrowed, library policy and state law dictate that parents may be told how many items are out and when they are due, but may not be told the titles of the items, unless necessary for the collection of overdue fines, or to prevent loss or injury to materials or equipment. Such information may only be released to the person who has borrowed the items.

Adopted by Board of Trustees: 5/23/91
Reviewed by Board of Trustees: 5/17/05
Entire policy revised: 10/21/08
Reviewed & revised: 2/15/11, 2/18/14
Reviewed: 3/21/17
Revised: 12/18/18

