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Review by: 2/2026
Revised:

Webb Shadle Public Library
Pleasantville, Iowa
Confidentiality of Library Records Policy

The Board of Trustees of the Webb Shadle Public Library recognizes the responsibility to protect the privacy of library users. Confidentiality is essential to protect the exercise of patrons First Amendment Rights.

This policy is meant to protect the privacy of library users while complying with the Constitution of the United States of America, federal statutes, and the code of Iowa.

Iowa Code 22.7, number 13, 14, and 18 speak specifically to library record privacy.

22.7 Confidential Records:

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

18. Communications not required by law, rule, or procedure that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that

government body if they were available for general public examination.
Notwithstanding this provision:

In keeping with the protections afforded by the Constitution of the United States of America, federal statutes, and the code of Iowa, the Webb Shadle Public Library shall hold confidential:


- a. Information sought or received and materials consulted, borrowed or acquired, database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities, or services.
- b. The names of card holders and their registration information and not provide access for private, public, or commercial use.

In keeping with the above statements, the following shall be policy for Webb Shadle Public Library records:

1. The Library Director is designated as the lawful custodian of records and the City Attorney is the legal counsel. Every effort shall be made to reach the Director if court orders are to be served, whether the Director is present in the building or not. In the Director's absence, the President of the Board is duly authorized to release confidential library records.
2. Webb Shadle Public Library registration records and circulation records shall be kept confidential.
3. If there is reasonable basis to believe library registration records are necessary to the progress of an investigation or prosecution, the request for such records including the justification for the request, shall be made to the Director, in writing on official letterhead by an official of the investigation or prosecution workforce, who has provided necessary identification.
4. If there is reasonable basis to believe library circulation records are necessary to the progress of an investigation or prosecution, the judicial system provides the mechanism for seeking release of such confidential records: The issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction. Such court orders shall be presented to the library Director.
5. Circulation and registration records shall not be made available to any agency of local, state, or federal government except pursuant to such process, order of subpoena as may be authorized under the authority of, and pursuant to local, state

and federal law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

6. The issuance or enforcement of any such process, order, or subpoena shall be examined by the library Director in consultation with legal counsel and resisted until such time a proper showing of good cause has been made in a court of competent jurisdiction.
7. Family accounts are available to those who request them. The library will release information to the parent or guardian of a minor child on the family account, for the purpose of recovering overdue materials and settling accounts for lost, late or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

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