Burlington Public Library Policies
Use of Library Records

The Burlington Public Library will maintain the privacy of patron records in compliance with Iowa Code 22.7 which requires that the library keep confidential any records that, by themselves or examined with other public records, would identify the person checking out or requesting an item or asking for information. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired, and includes online search records, reference transactions, circulation and interlibrary loan records, and other personally identifiable uses of library materials, equipment, or services.

Requests for access must be made directly to the Library Director who is the designated custodian of all library records. The director is authorized to release records that are otherwise considered confidential "…upon a judicial determination that a rational connection exists between the requested information and a legitimate end and that the need for the information is cogent and compelling" (Iowa Code 22.7). Library staff will seek legal counsel in the event that such a request is made and will respond according to advice from counsel.

In order to protect patron privacy as completely as possible, a patron numbering system will be maintained. Access to patron library records will be limited to approved staff members only. The library cannot guarantee confidentiality of information searched or used through third party digital services that the library provides.

The library will release information to the parent or guardian of a minor child only for the purpose of recovering overdue materials and settling accounts for lost, late or damaged material for which the parent or guardian may be considered liable. Library accounts for which a bill has been sent may be revealed to a collection agency.

Anyone attending library classes and events may be photographed or videotaped as an audience member. The image may be used for library promotional materials.

Library security camera recordings are public records and may be viewed upon receipt of an open records or law enforcement request.

Revised and re-adopted:	August 20, 2014
Re-adopted:	June 15, 2011, August 20, 2008, September 15, 2004
Revised and re-adopted:	June 17, 2003
Re-adopted:	July 21, 1999, April 17, 1996