

Marshalltown Public Library
Confidentiality of Library Records Policy

Adopted 2-20-03
Reviewed 11-07
Reviewed 1-18
Review 2-15-2022
Review 3/10/2026

The Marshalltown Public Library, its Board of Trustees, and staff affirm the centrality of free and uncensored access to information to our democratic form of government. We support our patrons' right to confidentiality as essential in protecting the exercise of rights guaranteed by the First Amendment.

22.7 Confidential Records, as defined by Code of Iowa Chapter 22.

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.

Confidentiality extends to information sought and received; sources consulted or borrowed; database search records; reference interviews by staff; interlibrary loan records; computer use records; and all other identifiable uses of library materials, facilities, or services. Additionally, the Marshalltown Public Library will hold confidential the registration information of library card holders, and not provide access for private, public, or commercial use.

In keeping with the rationale above, the following will be the policy of Marshalltown Public Library:

1. The Library Director is the lawful custodian of all library records.
2. Registration, circulation, and interlibrary loan records will be kept confidential
3. Registration or circulation records shall not be made available to any individual (with the exception of the listed guardian for a child younger than 12 years old) or agency of local, state, or federal government except by subpoena or search warrant authorized under the authority of, and pursuant to, local, state, or federal law.
4. If presented with a subpoena or search warrant, staff should direct the law enforcement officer to the Library Director. The decision to release the requested information will be made by the Library Director, in consultation with the City Attorney, who will review any subpoena or warrant presented for such purpose.