

**Sioux City Public Library Policy**  
**Policy on Confidentiality of Library Records**

Board Approved: February 17, 1988  
Revised: November 14, 2012

Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. To encourage patrons to exercise their right to access all the information in the Sioux City Public Library, and pursuant to Iowa Code Section 22.7, the Board of Trustees of the Sioux City Public Library recognizes that patron-use records of this Library are confidential in nature.

Patron-use records are any records that identify the names of library users and the library materials, printed or electronic, they have accessed. The Sioux City Public Library will retain patron-use records only for the period of time needed to retrieve overdue materials, to collect payment of outstanding fees, to resolve abuse of library services and to compile statistics. Patron-use records that are no longer needed for their intended purposes shall be destroyed.

No individual except authorized Library staff shall have access to patron records, other than his or her own, without the cardholder's consent. The Library interprets possession of a card (or card number) as consent to access account information unless the card has been reported lost or stolen or there is reason to believe that consent has not been given.

The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third-party digital services to which we provide access.

The Board of Trustees authorizes only the Library Director to receive or comply with requests from law enforcement officers. We will not make library records available to any agency of state, federal or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. The Library Director will consult legal counsel in the City Attorney's Office in the event of such a request for release of Library records, and will respond to the request according to advice of counsel.