CONFIDENTIALITY OF LIBRARY RECORDS POLICY

In order for people to make full and effective use of library resources, they must feel confident that information about the books they read, the materials they use, and the questions they ask will remain private. Therefore, the Board of Trustees of the North Sioux City Community Library has adopted the following policy concerning the disclosure of information about library patrons.

No employee of the North Sioux City Community Library shall divulge any information that identifies library patrons with materials borrowed, questions asked, information requested, meetings attended, or the frequency or dates of visits to the library. However, a parent or legal guardian requested to pay fines or penalties incurred by a minor child for materials borrowed may, upon demand, be informed of the specific materials borrowed and the reason for imposition of the fines or penalties.

This policy does not prohibit library employees from responding to a parent's telephone request to contact a minor child while the child is at the North Sioux City Community Library, or prohibit the release of composite library statistics. This does not prohibit the librarians from reporting observed or reported cases of sexual, domestic, or child abuse. In that case, librarians are mandatory reporters.

Procedures have been developed to address compliance with requests by law enforcement officers. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the library director who shall in turn consult with the Board of Trustees and the City Administrator before complying with the order.