

North Liberty Community Library Confidentiality of Patrons Policy

The Circulation and Internet records, photographs and other methods of identifying the names of the North Liberty Community Library users with specific material, Internet usage, and all services are confidential in nature. Such records shall not be made available to any individual, or agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedure or legislative investigatory power.

Upon receipt of such process, order or subpoena, the North Liberty Community Library's Board of Trustees will consult their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, they shall insist that such defects be cured.

Written: June 1998

Reviewed and Revised: December 2007

Reviewed: December 2008