

**ROLFE PUBLIC LIBRARY  
CONFIDENTIALITY OF LIBRARY RECORDS**

The Rolfe Public Library is committed to maintaining the privacy of its patrons in accordance with Section 22.7(13), Code of Iowa.

Confidentiality extends to information sought or received and materials consulted, borrowed, requested or acquired, and includes Internet and electronic resource search records, reference interview and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment, or services.

The Rolfe Public Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members. Information concerning an individual's account will be released to that individual only, unless one of the following exceptions apply:

- a. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- b. The Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable.

The Library contracts with multiple third-party vendors to provide many services including hosting our collection database and check out services as well as providing access to digital services such as e-books and e-audio. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party service providers.

The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if required by judicial determination as specified in Iowa Code.