



Statement of Confidentiality

Purpose

Confidentiality is essential to protect the exercise of First and Fourth Amendment rights. In accordance with the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics, the Board of Trustees of the Orange City Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

Code of Iowa 22.7 "Examination of Public Records (Open Records)"

22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

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.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Professional Ethics:

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (Source: Code of Ethics of the American Library Association)

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Date	Action Taken
2002	Approved
2004	Revised and Approved
2007	Revised and Approved
2012	Revised and Approved
2019	Revised and Approved
October 28, 2025	Revised and Approved