

361.3-RULE CONFIDENTIALITY OF LIBRARY RECORDS

The records of library materials and services, if requested, shall be supplied to a custodial parent or guardian of a child under the age of 16. This includes answering to a third party about what a patron of the library media center is reading or services requested from the library media center.

The records supplied to a custodial parent or guardian shall include:

1. library records of the items checked out.
2. due dates of those times.
3. overdue items and any fines.
4. records of the use of library computers.

Students 16 or older are protected under Section 43.30 and library records may only be disclosed:

1. with the consent of the student.
2. by court order.
3. to persons acting within the scope of their duties in the administration of the library media center.
4. if the library staff receives a subpoena to release circulation records. The school district's legal counsel will be consulted to ensure that the subpoena meets the requirements of the law and if there is a showing of good cause for the issuance.

APPROVED: April 10, 2006