



Privacy & Confidentiality Policy

I. Purpose

Fairfield Public Library is committed to protecting the privacy of its patrons and safeguarding their personal information in accordance with the First and Fourth Amendments of the U.S. Constitution, Iowa Code, and professional library ethics. The Library respects the rights of individuals to freely access information without fear of discrimination, intimidation, or invasion of privacy. This policy outlines the Library's responsibilities to ensure confidentiality and privacy in the use of its services, resources, and facilities.

II. Protection of Confidential Information

The Library will not disclose the identities of individual users, nor reveal information sources or services they consult, unless required by law. Confidentiality applies to all records and information concerning a patron's interaction with the Library, including but not limited to:

- Borrower's application form and account records.
- Information sought, requested, or received.
- Resources reserved, consulted, borrowed, downloaded, acquired, or transmitted.
- Database search records, reference interviews, and questions.
- Any other personally identifiable information related to the use of Library materials, programs, facilities, or services.

III. Designated Custodian of Records

The Library Director, as designated by the Library Board of Trustees, is the lawful custodian of all library records. Any requests for patron information, including legal requests, shall be referred to the Library Director for evaluation and response in accordance with applicable laws.

IV. Authorized Third-Party Access

The Library Director may authorize third-party access to patron records solely for the purpose of conducting legitimate Library business, such as:

- Routine software maintenance or troubleshooting.
- Delivery of account-related notices (e.g., overdue or hold notifications).

These third-party providers are expected to adhere to privacy standards, but the Library cannot guarantee the confidentiality of information shared through third-party digital services.

V. Use of Third-Party Digital Services

The Library provides access to a variety of third-party digital services (e.g., databases, e-books, and online resources). When patrons use these services, they are subject to the privacy and confidentiality policies of the respective third-party providers. Fairfield Public Library cannot ensure the confidentiality of information or materials consulted or borrowed through these external services.

VI. Release of Information in Compliance with Law

The Library will not release application form contents, circulation, or other records unless required to do so by law. Legal circumstances under which the Library may be required to release information include the following:

Criminal or Juvenile Justice Investigations:

A criminal or juvenile justice agency may seek patron information as part of an investigation concerning a specific person or organization suspected of committing a known crime. To obtain such information, the agency must present a court order to the Library Director demonstrating:

- A judicial determination that a rational connection exists between the requested information and a legitimate investigative purpose.
- A cogent and compelling need for the information.

VII. Enforcement

The Library Board of Trustees and Library staff are committed to upholding this Privacy and Confidentiality Policy in a fair and lawful manner. Any exceptions to this policy will occur only in accordance with applicable laws and after careful review by the Library Director.

Approved by Trustees 12-9-2024