STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records exist for internal use to assist in the administration of District libraries and media centers. Student library circulation records are, as a general rule, considered confidential records and will not be released without parent/guardian consent. Individuals who may access library records are the student, the student's parents/guardians, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education, and the State Education Department. Appropriate authorities, for health or safety emergencies, may access the student's library circulation records without the approval or the notification of the student's parents/guardians. Parents/guardians may not access the records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It shall be the school librarian's (or properly trained designee) responsibility to approve requests for access to student library circulation records. Student library circulation records may be accessed during the regular business hours of the District. If copies of documents are requested, a fee for copying shall be charged.

It shall be the responsibility of the superintendent, in conjunction with the school librarian, to develop administrative regulations regarding this policy.

LEGAL REFERENCE: 20 U.S.C. ɘɘ 1232g (1988).
34 C.F.R. Pt. 99 (1993).Iowa Code
281 I.A.C. 12.3(6).
1980 Op. Att'y Gen. 720, 825.

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