

Series 500 – Student Personnel

Policy Title: STUDENT LIBRARY CIRCULATION RECORDS

Policy Code No. 505.12

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without the consent of a parent/guardian or eligible student. Individuals who may access such records include a student's parents/guardians, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents/guardians. Without the student's permission, parents/guardians may not access records of a student who has reached the age of majority or who is attending a post secondary educational institution.

It shall be the school librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying shall be charged.

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

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Legal Ref.: 20 U.S.C. § 1232g (1988). 34 C.F.R. Pt. 99 (1990). Iowa Code §§ 22; 622.10 (1993). 281 I.A.C. 12.3 (6). 1980 Op. Att'y Gen. 720, 825.

Cross Ref.: