

Board Policy

Code No. 506.4

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, 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, 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. Parents may not access 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 is the principal and/or their designee's responsibility to approve requests for access to student library circulation records. The principal or designee will then work in conjunction with the teacher librarian, to 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 may be charged.

Legal Reference: [20 U.S.C. § 1232g.](#)

[34 C.F.R. Pt. 99.](#)

[Iowa Code §§ 22.](#)

[281 I.A.C. 12.3\(4\).](#)

Cross Reference: 506 *Student Records*

Approved: August 6, 2012

Reapproved:

Revised: October 28, 2021