

STUDENTS - Series 500

505

Miscellaneous

Student-

Related

Matters

505.8 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 personnel, authorized government officials and others as listed in policy 505.6, item C, "Student Records." 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 dependent for tax purposes.

It shall be the teacher-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 may be charged.

It is the responsibility of the superintendent, in

conjunction with the teacher or teacher-librarian, to develop administrative regulations regarding this policy.

Date of Adoption: December 9, 1991

Review Date: March 9, 2009

Revision Date: March 9, 2009

Legal References: 20 U.S.C. 1232g. (2004).
34 C.F.R. Pt. 99. (2004).
Iowa Code 22, 296.1, 622.10
(2007).
281 I.A.C. 12.3(6), (12)
1980 Op. Atty. Gen. 720, 825.

Cross References: 500 Student Rights and
Responsibilities
505.6 Student Records Access