STUDENT LIBRARY CIRCULATION RECORDS

The School District does record each student's library circulation. 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 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. See Code No. 506.4E1 Circulation Request Form

NOTE: This is a mandatory policy and a reflection of federal and Iowa law.

Legal Reference: 20 U.S.C. § 1232g.
                         34 C.F.R. Pt. 99.
                         Iowa Code §§ 22; .
                         281 I.A.C. 12.3(4), (12)

Cross Reference: 506   Student Records

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HUMBOLDT COMMUNITY SCHOOL DISTRICT BOARD POLICY MANUAL