

Policy Title:

Student Library Circulation Records

Code No. **506.4**

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/legal guardian or eligible student consent or as otherwise provided by law. Individuals who may access such records may include a student's parents/legal guardian, the student, authorized licensed school 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 or the student's parents/legal guardian in accordance with law. Parents/legal guardian may not access records, without the student's permission, of a student who has reached the age of majority or 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 or designee, in conjunction with the teacher or teacher-librarian, to develop administrative regulations regarding this policy.

Date of Adoption: June 22, 2009

Date of Revision: April 8, 2013
June 12, 2017
August 14, 2023