

## STUDENT MEDIA CENTER CIRCULATION RECORDS

Student media center circulation records are designed to be used internally to assist in the orderly administration of the school district media centers. As a general rule, student media center 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/guardians, 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 media center circulation records without the approval or the notification of the student's parents/guardians. Parents/guardians may not access records, without the student's permission, of a student who has reached the age of eighteen (18) or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It shall be the school media specialist's responsibility, as the person maintaining the student media center circulation records, to approve requests for access to student media center circulation records. Students' media center 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 superintendent, in conjunction with the school media specialist, to develop administrative regulations regarding this policy.

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

Cross Ref.: 506.3 Student Records

ADOPTED: 9/27/99  
7/17/00  
1/13/2025

Reviewed: 6/9/00, 12/4/03, 11/6/08, 5/3/12, 1/4/18