

Student Library Circulation Records

Student library circulation records are designed to be used internally to assist in the orderly administration of 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/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 library circulation records without the approval or 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 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. If a request is approved, such 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.

Administrative Guidelines

Requests for release of student library circulation records by anyone other than a student or the parent/*guardian* of a minor-age student must be made in writing to the principal or to the district-level administrator supervising the school library program.

Records approved for release must be made available within a reasonable time period, generally within 72 hours of the request in order for proper notifications to be made. Requests based on emergency health or safety reasons must be honored immediately.

Charges for photocopying records approved for release should be those normally charged by the school or district. Photocopying of records may require additional time to fulfill the request.