



Sex Offender-Guidelines

As stated in Iowa Code 692A.102, certain individuals registered on the state's sex offender registry may be barred from entering specific publicly owned facilities, such as public libraries. Iowa law does not prevent all sex offenders from utilizing the library in person.

Based on a registrant's Tier, some sex offenders may contact the Library Director to request written permission to visit the library. If permission is granted, the Library Director will mail permission on library letterhead to the requestee, complete with the director's signature and may include special instructions/limitations. For example, permission may be granted to visit during a short period/on a specific date or require supervision of a law enforcement officer.

If the Library Director denies a sex offender's request to visit the library, the individual may appeal to the Library Board of Trustees during a regular monthly board meeting. The discussion will include generalized circumstances surrounding the initial decision made by the director, without disclosing the individual's name or personally identifying information. The board can either vote to affirm or override the director's original decision.

If library staff believes that a sex offender who has exclusions (Iowa Code 692A.113) from utilizing the library in person, staff should call the police to notify them of the situation. Library Staff should never confront the individual directly. Library staff is not required to, nor should they attempt, to become familiar with all the sex offenders in the area utilizing the online sex offender registry database. This is to avoid mistakenly identifying and/or accusing an individual incorrectly.

If a patron approaches a library staff and reports another library user as a sex offender, the staff member should ask the patron to contact the police department directly. If the person refuses, the staff member should direct the matter to the Library Director or the senior most staff member present.

Sex offenders barred from the library property under the law remain entitled to library service. They may register for a card directly with the Director or staff via telephone, and the card will be mailed to their residence. Reserves for materials may be placed online, but it is the responsibility of the sex offender to make arrangements with a friend or family member to pick-up and return materials to the library on their behalf. They may use also that card to access the library's online materials or databases, as well as receive reference information via telephone or email. Sex offenders are not eligible for homebound delivery service. The issuance of a library card at any time is NOT permission to enter the library while exclusions and restrictions remain on the sex offender's record.

Reviewed by Library Board on 01/06/21.

**Note: these are administrative guidelines. This is not a Library Board policy.*