

Confidentiality of Library Records

All circulation and other records which identify users, especially as they connect to library material, are confidential. This confidentiality extends to all information sought or received by the patron.

Such information may not be disclosed, except to:

- Persons acting within their duties in the administration of the library
- An individual or agency pursuant to a process, subpoena, or court order authorized by federal, state, or local law. Library staff will seek legal counsel from an attorney in the event of such a request.
- Persons authorized by the patron to inspect the individual's records
- A parent or guardian who requests library records relating to the use of library material by a child under the age of 16 of the parent or guardian.

Wisconsin Statute 43.30. Public library records.

(1) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records or to libraries as authorized under subs. (2) and (3).

(2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:

- (a) The library is supported in whole or in part by public funds.
- (b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).
- (c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

(3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub (2) (a) to (c).

Adoption

This policy was adopted by the board of trustees on 30th of June, 2014