

Rosemary Garfoot Public Library
Confidentiality of Library Circulation Records

It is the policy of the Rosemary Garfoot Public Library Board of Trustees to protect the confidentiality of any patron who uses the library. No inquiry will be made as to the reason(s) for which a patron requests materials. Data which may be required in regulating the use of materials either on or off library premises are for the singular purpose of protecting public property. Such records are not to be used directly or indirectly to distinguish the types of materials used by individual patrons except in cases where the library may be helpful to such patrons in locating desired materials. Under no circumstances shall the staff of the library answer to a third party about what a patron of the library is requesting from library collections. This information is privileged and if divulged would be an invasion of the patron's privacy.

It is policy of the Rosemary Garfoot Public Library Board of Trustees never to relinquish information pertaining to its patrons or their reading to any agency of government whether local, state, or federal without an order from a court of competent jurisdiction. Upon issuance of such process, order, or subpoena, the Library Board will confer with legal council to ascertain if the court order is in proper form and that there is just cause for the enforcement. Any costs incurred by the library in a search through patron records under court order shall be chargeable to the agency demanding such a search.

Wisconsin Statutes

Section 43-30. Public library records.

(1b) In this section, "custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.24 (4).

(1m) 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, to custodial parents or guardians of children under the age of 16 as required under sub. (4), 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).

(4) Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child.

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