

NOTICE OF AVAILABILITY OF PUBLIC RECORDS

The Waukesha Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by ~~relevant~~ laws. In addition, the Waukesha Public Library Board of Trustees supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of Library customers.

LEGAL REQUIREMENTS

The relevant Wisconsin laws concerning the confidentiality of library records are ~~Wisconsin~~ § 43.30, ~~Wis. Stats.~~, and the Wisconsin Personal Information Practices Act [19.62 to 19.80].

The Waukesha Public Library Board is an authority for purposes of record keeping as defined in ~~Wisconsin~~ § 19.32 (1), ~~Wis. Stats.~~

Under § 43.30, ~~Wis. Stats.~~, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed:

- to persons authorized by the individual to inspect such records, ~~or~~
- by court order, or
- to custodial parents or guardians of children under the age of 16, or
- to persons acting within the scope of their duties in the library administration or library system, or
- to other libraries (under certain circumstances) for interlibrary loan purposes [see § 43.30 (2) (3)].
- ~~to a collection agency, or~~
- ~~to a law enforcement agency (only if the value of the delinquent account totals at least \$50.) under certain circumstances.~~

Records indicating the identity of library customers include a library customer's name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Wisconsin's Personal Information Practices Act [19.62 to 19.80] requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Records held by the library that include personally identifiable information about library customers may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library customers must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the exceptions provided by § 43.30.

~~(excerpt from Waukesha Public Library Policy A-9, adopted 12/09/2010. A complete copy of Waukesha Public Library Policy A-9 is available at the Special Services Desk.)~~

For more information, see [Waukesha Public Library Policy A-9](#).