

Library Records Confidentiality Policy

In compliance with **Wisconsin Statutes Cultural Institutions (Ch. 42 to 44) § 43.30. Public Library Records**, the records of the Princeton Public Library pertaining to library patrons and personal information relating to the patron are confidential and will not be released to any third party except in the instances outlined below. These records include, but are not limited to, a patron's address, contact information, fines, reference interviews, database searches, and item checkout history (if a patron has chosen to have it recorded).

Exceptions:

1. Library System Personnel

Persons acting within the scope of their duties in the administration of the library or library system can access any and all patron information.

2. Signed Power of Attorney

A power of attorney legally acting on behalf of a library patron may access the patron's records. Proof may be required of anyone claiming to act as a power of attorney.

3. Authorized Persons

Persons authorized by the individual to inspect the individual's record are allowed to do so. Authorization may be verbal or written, but the identity of the patron must be confirmed by library staff.

4. Law Enforcement

a) If the library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

b) If the library requests the assistance of a law enforcement officer in the recovery of library materials, the library may release to that officer information about delinquent accounts of any individual who borrows or uses the library's documents or other materials, resources, or services.

c) A law enforcement officer carrying out a court order signed by a judge may obtain patron records. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to the advice of counsel.

5. Collections

A patron with lost or missing library items valued at \$50 or more may have their information turned over to a collection agency in order to recover said library property or payment in lieu of said library property.

6. Parental Access to Library Records Law - Wisconsin Act 207

The Princeton Public Library is required by Act 207 to disclose to a custodial parent or guardian of a child **under** the age of 16 any records relating to that child's use of library documents, or other materials, or resources.

The Library Board has set the following parameters for persons making a request to access a child's record:

1. Requestor must be the child's "custodial parent," defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will attempt to determine:
 - a. whether the person requesting the records is who they say they are
 - b. whether they are indeed a parent or guardian of that child
 - c. whether they have been denied periods of physical placement with the child under s 767.24(4).
2. The Library staff will ask to see the following from the requestor:
 - Picture ID with current address
 - Any set of documents that demonstrates to the Library's satisfaction that the requester is the custodial parent or guardian of the child whose records have been requested.

The Library staff MAY ask to see the following documentation if there is question as to the requester's legal status:

Court order of divorce which names the child(ren).

The Library staff will attempt to satisfy the request "as soon as practicable and without unreasonable delay." In most cases this would be at the time of the request. If there is a question of the requester's guardianship, the staff person may delay the request until review by the Library Director and/or Library Board. If a request is denied by the Library staff, the requester can appeal this to the Library Board by attending the next scheduled Library Board meeting.

Copy fees of .10 per page will be assessed to the requester.

The following form will be completed by the requester and then by the Library staff.

Parent/Guardian Request for Access to Child's Library Record

Requestor Name _____ Address _____

Phone No. _____ Date of Request _____

Child's name _____ Address _____

Requester's Relationship to child _____
(court appointed, joint custodial, custodian guardian, etc)

I am requesting the Library record of my child as the legal guardian of that child.

Signature:

_____ Date _____

The Request for Access information will include:

- Items currently checked out to child
- Due dates of items checked out
- Overdue items
- Fines/Fees due to the library

From a child safety perspective, the Library will not disclose the child's address, phone number and age, as any legal guardian should already possess this information.

The Request for Access will NOT include:

- Items checked out and returned in previous library visits as these records are not a permanent part of the library patron records.
- Computer use sign-up
- Use of materials used in the library but not checked out, as no records are kept.

Request submitted to _____/date _____

Request approved: _____/date _____

Attach copy of identification used to verify guardianship

Attach copy of the records provided

Request denied: _____/date _____

Attach copy of identification presented at time of request. Give explanation of denial.