

Privacy of Library Records and Library Use

The Shorewood 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 Shorewood Public Library Board supports the principle of intellectual freedom; the rights of library users to read, seek information and speak freely, and has adopted this policy to protect against the unwarranted invasion of personal privacy of library users.

Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Wisconsin Statute Section 43.30 limits the disclosure of library records that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services. Those library records indicating the identity of a library user include a library user's name, physical image, library card number, telephone number, street address, post-office box number, 9-digit extended zip code, photographs or videorecordings.

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except:

1. with the consent of the individual library user;
2. to custodial parents or guardians of children under the age of 16; or
3. by court order.

Library persons acting within the scope of their duties in the administration of the library or library system have access to the library records of patrons. An individual's identity may be shared with other libraries (which meet the criteria set forth in 43.30(2)(a) – (c)) for interlibrary loan purposes.

The Village of Shorewood Police Department controls security cameras in the Village Center and any requests for surveillance footage should be directed to the Village of Shorewood Police Department.

All staff will follow the procedures established in Shorewood Public Library Procedure: Privacy of Library Records and Library Use to protect the privacy of personal information kept by the Shorewood Public Library.

Effective Date: July 13, 2003

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