



# **Little Chute Public Library**

Gerard H. Van Hoof Memorial

## Confidentiality of Records Policy

The Little Chute Public Library recognizes that the reading activity and interests of library users are private, and that any attempt to invade this privacy, without direct and legitimate need, is the invasion of the personal right of library users and the “right to read” implicitly guaranteed in the First Amendment of the United States Constitution. The Board of Trustees and library administration also affirm their adherence to the Wisconsin State Statute 43.30 which reads as follows:

43.30(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 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. 5.

Furthermore, the information contained in library registration records will also be considered confidential and will not be released without the authorization of the individual or by court order except as needed by the library or associated libraries for the legitimate recovery or protection of library materials. The Board interprets those documents to include all transactions associated with the use of library materials including interlibrary loan forms, records of reference questions, and other documents or electronic records which would link the individual with particular materials or services.

Employees may permit an individual to view or know another person’s transaction record only if the card owner has given permission for that person to conduct library business on his/her behalf.

Information as to transaction activity (titles, number of items checked out, existence of overdue items, or the amounts of any fines) will be given by telephone only if the caller can correctly state their name, address, telephone number, and library barcode number. Patrons may only check on their own transaction accounts. Library staff will not knowingly give one patron’s transaction information to another patron.

Requests for transaction information by law enforcement officers should be referred to the Library Director, or whoever is the ranking staff member in the library at the time. Any cost incurred by the Little Chute Public Library in performing a court-ordered search may be billed to the agency requesting the search. Employees need to be aware of the importance of this policy of not revealing patron reading or research interests in the employees’ information conversation as well as formal duties.

Approved and adopted by the Little Chute Public Library Board of Trustees on June 18, 2024.