

## Confidentiality of Library Records

The Board of Trustees and Administration of Manitowoc Public Library recognize that the reading activity and interests of library users are and should be private, and, that any attempt to invade such 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 administration also affirm their adherence to the Wisconsin State Statute §43.30 which reads as follows:

43.30 Public Library Circulation Records. Records of any library which is in whole or in part supported by public funds, including the records of the public library system, indicating which of its documents or other library materials have been loaned to or used by an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or persons authorized by the individual to inspect such records, or by order of a court of law.

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 his/her or child's transaction record only upon presentation of the individual's library borrower's card. Corroborating identification may be required at the discretion of the employee. Information as to transaction activity (titles, number of items charged, existence of overdues or bills) will be given by telephone only if the caller can correctly state their name, address, telephone number, date of birth, 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 officials should be referred to the Director, Support Services Coordinator, or whoever is the ranking staff member in the library at the time. Any cost incurred by the Manitowoc 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' informal conversation as well as formal duties.