

Horicon Public Library

Privacy Policy

The Horicon 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 Horicon Public Library Board 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 users.

The relevant Wisconsin Statutes concerning the confidentiality of library records are Public Library Records Section 43.30 and Personal Information Practices Sections 19.62 to 19.80. In general, records of patron use of library resources, materials and services may not be disclosed except with the consent of the individual, by court order or under operation of law, or to persons acting within the scope of their duties in the administration of the library, collection of delinquent accounts, or a federated library system. The Horicon Public Library, being supported by public funds, must disclose to a custodial parent or guardian of a child under 16 any records relating to that child's use of the library's documents, materials, resources or services per Wisconsin Statute Section 43.30(4).

Records of patron use of library resources, materials and services protected as confidential under Wisconsin Statute Section 43.30 include the following types of information:

- Information sought or received
- Materials consulted, borrowed or acquired
- Circulation records
- Workstation logs
- Database search records
- Any other such records with personally identifiable information pertaining to the use of library materials, facilities, programs or services

Library staff is authorized to request identification from library users as necessary and appropriate for the use of library services, such as issuing a card, reserving materials, registering for a program or using meeting rooms. Information communicated under these circumstances is authorized under Wisconsin Statute 43.30. Library staff is authorized to request identification from library users as necessary and appropriate for safety and security or when laws or library policies have been violated. Information about the identity of persons whose behavior in or about the library violates the law or library policies is not inherently protected or confidential. If the library has cause to believe that a criminal act has been committed on library property or with library resources, library administration will cooperate with legal authorities to obtain court orders for the release of protected library records as may be necessary for criminal investigations and prosecution.

Any library employee who receives a request---or who is served with a subpoena, court order, or search warrant---to release or disclose any library record shall promptly notify the director.

The library director shall, in a timely manner, review all requests and orders, consult with the library's attorney as necessary, and respond in an appropriate manner to each request and order.