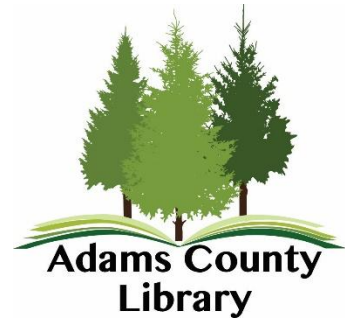


Adams County Library

Confidentiality of Library Records



Adams County Library is in whole or in part supported by public funds. As such, Adams County Library follows **Wisconsin Statute § 43.30, Public Library Records**, and Wisconsin Statute **§§ 19.62 to 19.80, Personal Information Practices**, which protect the privacy and the confidentiality of library users.

Adams County Library records that indicate the identity of an individual who borrows or uses library documents or other materials, resources, or services are confidential records and may only be disclosed under the following, limited circumstances:

- (1) Records indicating the identity of an individual may be disclosed to persons acting within the scope of their duties in the administration of the library or library system. Wis. Stat. § 43.30(1m).
- (2) Records indicating the identity of an individual may be disclosed pursuant to a court order. Wis. Stat. § 43.30(1m).
- (3) Records indicating the identity of an individual may be disclosed to persons(s) authorized by the identified individual. Wis. Stat. § 43.30(1m).
- (4) An individual's identity may be disclosed to another library for purposes of borrowing materials for the individual if the library meets at least one of the requirements under Wis. Stat. §43.30(2)(a) to (c). Wis. Stat. § 43.30(2)-(3).
- (5) Upon the request of a custodial parent or guardian of a child under the age of 16, library records relating to the use of the library's documents or other materials, resources, or services by that child shall be disclosed to the child's custodial parent or guardian. Wis. Stat. §43.30(4). "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with the child pursuant to a court order issued under Wis. Stat. § 767.41(4).

- (6) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library. Wis. Stat. § 43.30(5)(a).
- (7) If the library requested the assistance of a law enforcement officer and if the director of the library determines that records produced by a surveillance device under the library's control may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer. Wis. Stat. § 43.30(5)(b).
- (8) Regarding delinquent accounts, information described in Wis. Stat. § 43.30(6)(a) and (b) may be reported to (1) a collection agency or (2) a law enforcement agency if the dollar value of the individual's delinquent account is at least \$50. Wis. Stat. § 43.30(6).

Adams County Library complies with **Sections 19.62 to 19.80**, requiring libraries (and all other government organizations) to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information, and to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Adopted 06/21/2021; reviewed 03/17/2025