



EAGER
FREE
PUBLIC
LIBRARY

Confidentiality of Library Records Policy

Eager Free Public Library recognizes 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 S. 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.

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 written permission for that person to conduct library business on his/her behalf. A permission form listing those persons who may do so must be filled out by the card owner in the presence of a library staff member.

Information as to transaction activity (titles, number of items charged, existence of overdues 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 officials should be referred to the Director, or whoever is the ranking staff member in the library at the time. Any cost incurred by

the Eager Free 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.

Revised and adopted by the Eager Free Public Library Board of Trustees on June 29, 2021.