

Confidentiality of Library Records

The Board of Trustees and administration of Cedarburg 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 S.43.30 which reads as follows.

43.30 Public Library 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 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 or to libraries as authorized under subs. (2) and (3).”

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 records 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 that would link the individual with particular materials or services.

Cedarburg Public Library does release information to a parent or guardian about their minor child’s account because parents are responsible for library use by their minor children. 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 Cedarburg Public Library in performing a court-ordered search may be billed to the agency requesting the search.

Adopted by the Cedarburg Joint Library Board November 16, 2000