

Presque Isle Community Library	
Title:	PRIVACY AND CONFIDENTIALITY POLICY
Original Adoption Date:	January 14, 2014
Suggested Review Cycle:	Every 5 yrs.
Revision Date(s):	March 08, 2022

PURPOSE: To ensure patron's privacy and confidentiality through adherence to Wisconsin Statute 43.30.

POLICY: Patron identity and records of patron use are confidential per Wisconsin Statute 43.30. To ensure support of privacy and confidentiality, all Library employees and volunteers are required to read and sign the NWLN Confidentiality of Library Records form (a copy of which is attached).

Presque Isle Community Library follows the guidelines of the American Library Association.

- Freedom to Read Statement - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- Library Bill of Rights - <http://www.ala.org/advocacy/intfreedom/librarybill>
- Code of Ethics - <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

GUIDELINES:

1. If a patron fails to return materials, the Library Director may disclose circulation information and correspondence to appropriate legal authorities involved in securing return of, or payment for, these materials.
2. The Library Director may disclose relevant library information to other cooperating libraries in order that all libraries may effectively do their jobs to assist patrons and maintain safety and security.
3. If the Library has cause to believe that a criminal act has been committed on Library property, the Board and Library Director will cooperate with law enforcement authorities to obtain proper court orders for release of such library records as may be necessary for criminal investigation and prosecution.

CONFIDENTIALITY OF LIBRARY RECORDS

NWLN Privacy & Confidentiality Policy

The Northern Waters Library Network (NWLN) recognizes both an ethical and a legal requirement to protect the privacy of library users' records. Ethical standards for the library profession, and Wisconsin State Statute require that the privacy of customer records be maintained.

Member libraries will protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired or transmitted. * Under Section 43.30, library records that indicate the identity of an individual who borrows or uses the library's documents or other materials, resources or services may be disclosed *only in the following circumstance*:

1. With the consent of the individual library user, or
2. By court order, or
3. To custodial parents or guardians of children under the age of 16, or
4. To persons acting within the scope of their duties in the administration of the library or library system, or
5. To other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

NWLN staff accounts permit access to the patron database and circulation records of all NWLN member libraries. Therefore, education and enforcement of appropriate access to patron information by staff and trained volunteers is the responsibility of member libraries' administrators.

The Northern Waters Library Network also makes these recommendations to member libraries, in reference to the Circulation Standards in the NWLN Compliance Agreement:

All member libraries should adopt a local policy regarding privacy of library records. This document may be adopted or adapted to local policies.

- All member libraries should train library staff to correctly handle requests for patron information (legally, and according to library policy).

I acknowledge that I have received and read the NWLN Privacy Policy, understand, and will abide by the provisions contained therein.

Director Date

Library Name _____

**ALA "Code of Ethics" point 3.
Adopted by the Merlin Consortium on May 20, 2021*

Name _____ Date _____

Library _____