

## Waunakee Public Library Confidentiality of Library Records Policy

All Waunakee Public Library circulation and other records which indicate the identity of library users, especially as they connect library users with material or services used, are confidential. This confidentiality extends to information sought or received, including library materials consulted or borrowed, database search records, reference interviews, circulation records, registration records and all other personally identifiable uses of library materials, facilities or services.

Such information may not be disclosed, except to:

1. Persons acting within the scope of their duties in the administration of the library or library system.
2. A law enforcement officer carrying out a court order signed by a judge. Library staff will seek legal counsel from the Village Attorney's Office in the event of such request for release of library records, and will respond to the request according to the advice of counsel.
3. Persons authorized by the individual to inspect the individual's record.
4. A custodial parent or guardian of a child under age 16 who requests library records relating to that child's use of the library's documents or other materials, resources, or services.

Passed by the Library Board of Trustees on

8/19/04

Date

Claudine Lowers

Library Board President

Secretary