

**[NAME] Library – Library Policies****Privacy Policy – Confidentiality Agreement**

All library employees and volunteers are required to protect each library patron's right to privacy.

According to Wisconsin state statute section 43.30 and Wisconsin Personal Information Practices Act, sections 19.62 – 19.80, this applies to library circulation records and personal information kept for the purpose of identifying the borrower of items available in libraries. Library circulation records and personal information are strictly confidential unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, a supervisor should be notified immediately.

Staff and volunteers are required to strictly maintain the privacy of library patrons by not divulging any personal account information, including titles and subject matter of materials used or borrowed, to anyone other than library personnel.

I understand and agree to the Confidentiality Agreement as described. I also understand that violating this policy may result in possible dismissal from my position with the library.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:

- disclosure to staff members of the [NAME] Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
- disclosure as authorized by the individual library user
- disclosure to custodial parents or guardians of children under the age of 16 [ss. 43.30(4)]
- disclosure pursuant to court order
- if someone's life or safety is at risk, library records may be released to appropriate individuals or officials without a court order

Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.

Library staff are not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."