

**Aram Public Library Policy 2.3**  
**Confidentiality of Records**

**Revised January 13, 2014**

Aram Public Library recognizes that its circulation records and other records identifying the names of library users are to be confidential in nature and that librarians must protect each user's right to privacy with respect to information sought or received and materials borrowed, consulted or acquired.

1. Wisconsin Statutes 43.30 requires that the 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 records of children under the age of 16 and, in certain cases, to other libraries or to law enforcement officers.
2. No library employee shall make any protected records available to any individual, and shall not make them available to any agency of Federal, State or local government except pursuant to a process, order, or subpoena as may be authorized under authority of, and in accordance to, Federal, State or local law relating to civil, criminal or administrative discovery or legislative investigative power.
3. Upon receipt of such process, order or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena are in proper form and if a proper showing of good cause has been made in a court of competent jurisdiction. If cause has not been shown, they will insist that such defects be cured. Upon verification of good form and proper cause, the Director will fully cooperate with the terms of the process, order or subpoena and will release those records, and only those records, specified to the authority specified, and only that authority.

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