



XII. Confidentiality & Open Records

As specified in Wisconsin Statutes 43.30, “records of any library which is in whole or in part supported by public funds, including the records of a public library system, indication of 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 authorized under subs. (2) and (3).”

The Vaughn Public Library adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.

Wisconsin’s public records law provides almost all records of state and local government, including libraries, be available for inspection and/or copying by the public. Trustees of the Vaughn Public Library designate the following positions, each occupied by a City of Ashland employee, as the legal custodian of the Vaughn Public Library public records. Each custodian is vested with full legal authority to render decisions and carry out the duties enumerated in Subchapter II, Chapter 19, Wisconsin Statutes, governing public records and property.

Position of Legal Custodian	Records Responsible For	Location of Records
Vaughn Public Library Director	Financial Records	Library Office
City of Ashland Clerk	Financial Records	City Hall
Vaughn Public Library Director	All other library records	Library Office

Individual requesting access to or a copy of public records may do so during normal library operating hours via telephone, in person or by electronic or traditional mail. Further information on requesting access to or obtaining copies of public records may be addressed to the library director by calling 715-682-7060 or sadams@coawi.org

Privacy of Library Records

The Vaughn Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Vaughn Public Library Board of Trustees supports the principle of freedom of inquiry for library users, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal Requirements



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

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed:

1. With the consent of the individual library users
2. By court order
3. To persons acting within the scope of their duties in the administration of the library
4. To other libraries for interlibrary loan purposes

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations to develop procedures to protect the privacy of personal information kept by the organization. The Vaughn Public Library Board of Trustees has developed rules of conduct for employees involved in collection, maintaining, using and providing access to personally identifiable information. Also, it is the duty of the Vaughn Public Library Director to ensure all staff handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library users name, library card number, personal identification number (driver's license or official ID), telephone number, street address, post-office box number or 9 digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request such information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publically disclosed, except as the records are disclosed under one of the four exception provided by Section 43.30 (see 1-4 above).