

River Falls Public Library

Confidentiality Policy

Approved:

Wisconsin State Statute 43.30 and the River Falls Public Library protect the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed or acquired, and includes database search records, reference interviews, circulation records, interlibrary loan records, registration records, and all other personally identifiable uses of library materials, facilities or services. (See **Appendix A, Pertinent Wisconsin State Statutes**).

The First Amendment of the United States Constitution guarantees freedom of speech and of the press. This requires the corresponding right to hear what is spoken and read and what is written, free from fear of intrusion, intimidation or reprisal. Confidentiality is essential to protect the exercise of these rights from invasions of privacy.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. The River Falls Public Library is an impartial resource providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. This role must not be compromised by an erosion of the privacy rights of our library users.

Circulation, registration and information retrieval records 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. Persons authorized by the individual to inspect the individual's record.
3. An agency or individual or any local, state or federal government, pursuant to a process, order or subpoena authorized under the authority of an pursuant to federal, state or local law relating to civil, criminal, or administrative, legislative or investigative power. Upon receipt of any such process, order or subpoena, the Library Director will consult with the City Attorney and / or ALA Attorney to determine if the process, order, or subpoena is in proper form and if there is a valid basis for its issuance. (See **Appendix B, ALA Policy 52.4 -53.4**)