

This policy is to be signed annually and returned with the NWLN Compliance Agreement.

NWLN Privacy & Confidentiality Policy

The Northern Waters Library Network (NWLN) recognizes both an ethical and a legal requirement to protect the privacy of library users' records. Ethical standards for the Library profession, and Wisconsin State Statute require that the privacy of customer records be maintained.

Member libraries will protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired or transmitted. * Under Section 43.30, library records that indicate the identity of an individual who borrows or uses the library's documents or other materials, resources or services may be disclosed *only in the following circumstance*:

1. With the consent of the individual library user, or
2. By court order, or
3. To custodial parents or guardians of children under the age of 16, or [see ss. 43.30(4).
4. To persons acting within the scope of their duties in the administration of the library or library system, or
5. To other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

NWLN staff accounts permit access to the patron database and circulation records of all NWLN member libraries. Therefore, education and enforcement of appropriate access to patron information by staff and trained volunteers is the responsibility of member libraries' administrators.

The Northern Waters Library Network also makes these recommendations to member libraries, in reference to the Circulation Standards in the NWLN Compliance Agreement:

- All member libraries should adopt a local policy regarding privacy of library records. This document may be adopted or adapted to local policies.
- All member libraries should train library staff to correctly handle requests for patron information (legally, and according to library policy).

I acknowledge that I have received and read the NWLN Privacy Policy, understand, and will abide by the provisions contained therein.

Director Signature

Date

Library Name _____ Updated May 2021

**ALA "Code of Ethics" point 3.*

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