

## Privacy & Confidentiality Policy

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**Library Mission:** The mission of Manitowoc Public Library (MPL) is to promote a culture of reading and to provide access to information. Through services, we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

**Purpose:** Manitowoc Public Library strives to protect all aspects of patron confidentiality. [Wisconsin State Statute 43.30](#) protects the privacy of library users. Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired, and includes computer use, database search records, reference interviews, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, or services.

The First Amendment of the United States Constitution guarantees freedom of speech and of the press. It protects the corresponding right to hear what is spoken and read 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.

Records of library use captured by surveillance devices may be shared with law enforcement under the following conditions:

(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

(b) If a library requests the assistance of a law enforcement officer, and the Executive Director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

Manitowoc Public Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records, other than records produced by a library surveillance device, are necessary to the progress of an investigation or prosecution, our judicial system provides the mechanism for seeking release of such confidential records. The issuance of a court order, following a showing of good cause based on specific facts by a court of competent jurisdiction, is required for release of such information, except for records produced by a Library surveillance device.

In accordance with Wisconsin law, custodial parents or guardians of children under the age of sixteen (16) may, upon request, review library records pertaining to their child's use of the library's documents or other materials, resources or services. Documents that demonstrate to the Library that the requestor is the custodial parent or guardian of the child may be required before request is honored.