

Forrest R. Polk Library
The University of Wisconsin Oshkosh
Policy on Privacy and Confidentiality
Reviewed by UWS General Counsel's Office

According to Wisconsin Statutes and Annotations (2001 - 02) 43:30, Forrest R Polk Library maintains the privacy and confidentiality of all library borrowers' records and of all other information relating to an individual's use of the library's resources and services.¹ Accordingly, Polk Library will not disclose such information except as required by law.²

Except as provided below, Polk Library may release information about an individual's library transactions only to that individual or persons acting in the scope of their duties in the administration of the library.

When presented by a law enforcement official with a court order for the production of any tangible items (including books, records, papers, documents, or other items), or a court order authorizing the installation of a pen register or trap and trace devices on wire or communication devices provided by the library, library staff members:

- Will refer the law enforcement official to the Library Director or, in his/her absence, to the Associate Vice Chancellor for Enrollment and Information Services; and
- Will not disclose the fact of the referral or the existence or content of the court order to any other person.

June 3, 2003

¹ **WISCONSIN STATUTES (2001 - 02) 43:30 states:** " (1) 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, records or services may not be disclosed **except by court order** [*emphasis added*] 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 as authorized under subs. (2) and (3).

² See also ALA [Code of Ethics](#) point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted."