

# Library Privacy and Confidentiality Policy

---

## Privacy Statement

Privacy means you can use the Library without others knowing what you read, watch, or research. The Dodgeville Public Library believes privacy is very important.

The Library keeps information about how people use the Library private. We only ask for identification needed to provide Library services. Library staff work to protect every patron's privacy.

## Laws That Protect Your Privacy

Wisconsin law protects Library records. In some cases, the Library must share information with law enforcement if required by state or federal law.

Important laws include:

- Wisconsin Statute §43.30
- Wisconsin Personal Information Practices Act (§§19.62–19.80)

A Library record is anything that shows how a person uses materials, services, or resources.

## Information the Library Does Not Share

The Library does not share:

- Your name, address, phone number, email, or other personal information
- What items you borrow or their titles
- The questions you ask
- How often you visit the Library or what you do there
- Information given to you by Library staff

## When Information May Be Shared

Library records may only be shared in these situations:

- You give written permission
- With a parent or legal guardian of a child under age 16
- A court orders the information
- Law enforcement is investigating a crime that happened in the Library
- With Library staff who need the information to do their jobs

- With other libraries for interlibrary loans
- With a company helping collect overdue items (only contact info, and number and value of items—not titles)

## Law Enforcement Requests

If law enforcement asks for records with a court order:

- Officers must show official identification
- The Library will confirm the officer's identity
- Requests are handled by the Library Director or a designated staff member

## Library Records

The Library does not keep unnecessary records and keeps records only as long as needed

## Getting a Library Card

To get a Library card, patrons must provide:

- Name
- Date of birth
- Photo ID
- Home and mailing address (if different)

This information is kept while the card is active. It is usually deleted within three years after the card is no longer used.

A patron's record includes:

- Current contact information
- Items checked out or on hold
- Overdue items and fines

When items are returned, they are removed from the record. Patrons who choose the Reading History option may save a list of past checkouts. This option can be turned off, and the history deleted, at any time.

## Video Cameras

The Library uses video cameras to help keep people safe. Video recordings are kept for up to 30 days and may be reviewed by Library or City staff.

These recordings are private Library records. The Library works with law enforcement only as allowed by law.

## Computer Use

The Library provides public Internet access. Computer sign-in information does not identify users. All browser history, files, passwords, and other data are deleted when a session ends.

## Website Use

The Library website does not collect personal information unless you request a service. Non-personal information may be collected to help improve the website.

The Library uses other companies to provide online services like databases, eBooks, audiobooks, videos, and music. Patrons should review each company's privacy policy before using these services.

Library databases use a library card number to access them. Vendors do not have access to patron records.

## Wireless Internet (Wi-Fi)

The Library offers free Wi-Fi. Use of Wi-Fi follows the Library's Wireless Access Policy.

Public Wi-Fi is not secure. Information sent over the network may be seen by others. Use of Wi-Fi is at your own risk, and the Library is not responsible for lost or stolen information.

## Photos at the Library

Photos may be taken at Library programs and used online or in promotions. If you do not want to be in photos, please tell the staff. Written permission is required before photos are used.

## Questions or Complaints

If you have questions or concerns about this policy, you may contact the Library Director. The Library will respond promptly and review concerns as needed.

The Library Director takes all record requests and works with the City Attorney when needed. Staff are trained to send all law enforcement requests to the Director.