
Privacy of Records

The circulation records of the Portage County Public Library are confidential regardless of the source of inquiry. (Wisconsin Statute 43.30)

Parents or legal guardians of minor children may have access to their child's circulation through the age of 17.

Privacy of Records

The circulation records of the Portage County Public Library shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

Upon receipt of such process, order, or subpoena, consultation shall be made with the legal officer assigned to the Library (Corporation Counsel or an attorney appointed by the Board) to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning these records shall be reported to the Portage County District Attorney, the Wisconsin Division for Library Services, and the Wisconsin Attorney General.

Any problems related to the privacy of these records which are not provided for in the above four paragraphs are to be referred to the Director of the Library.