

Oscar Grady Public Library

Privacy Policy

I. Patron Records

Library records that identify a user or their use of library material and services are confidential. This includes circulation records, reference inquiries, database searches, and registration information.

The library does not sell or share personal information.

Records may only be accessed or disclosed to:

- The individual or person(s) authorized by the individual to inspect such records.
- A custodial parent or legal guardian of a child 15 and under.
- Library staff performing official duties.
- Other libraries for the purpose of material lending.
- The designated recipient pursuant to a Court order or upon a request of law enforcement officer who is investigating criminal conduct alleged to have occurred at the library.

The library complies with relevant Wisconsin Statutes pertaining to library patron privacy, particularly [43.30](#), and will consult legal counsel before releasing records.

Disposal of patron data follows the Records Disposition Authorization (RDA) schedule. Personal identification information beyond the scope of the RDA will be destroyed after the event.

II. Communications

The library may use patron contact information to perform library services and for library promotional communications, with the option to opt out of promotional communications at any time.

III. Video Surveillance

The library uses video surveillance in public areas to support safety and security. The library follows the following guidelines:

- Cameras are clearly visible.
- Recordings are reviewed only when needed for security needs.
- Recordings are retained per state records guidelines with access limited to authorized personnel and shared with law enforcement only as permitted by law.

IV. Photography & Recording by the Public

Photography and recordings are allowed in public areas of the library for personal, non-commercial use if they:

- Do not disrupt operations.
- Do not invade a reasonable expectation of privacy or target individuals without consent.
- Do not block access or create safety hazards.

Additional rules:

- No recording in non-public areas (e.g., restrooms, staff areas).
- Parental/guardian consent is required to photograph or record minors.
- Specialized equipment requires Library Director approval.

Library staff may require anyone violating this policy to stop or leave the premises.

V. Photography & Recording by the Library

Library staff may photograph or record events for promotional use (print, website, social media).

Patrons are considered to have consented unless they explicitly opt out by notifying staff or through event registration.