

## NOTICE OF AVAILABILITY OF PUBLIC RECORDS per 19.34(1) Wisconsin Statutes

The Board of Trustees for the Pewaukee Public Library is an authority for the purpose of record keeping as defined in Wisconsin Stat. § 19.34(1).

Records of the Pewaukee Public Library and the Pewaukee Public Library Board of Trustees under Wisconsin Stat. § 19.32(2) are retained at the Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072 and are available between the hours of 9:00 a.m. – 5:00 p.m., Monday – Friday, excluding holidays.

The Library Director is the custodian of these records. In the absence of the Library Director, the Assistant Director/Head of Adult Services will serve as the deputy custodian for records held by this office.

Records will be made available to any person demanding the same and may be copied at a cost of 25 cents per page. Should the cost of locating a record within this office exceed \$50.00, that cost will be charged to the person making the request. Additionally, if the total estimated amount of reproduction and/or location exceed \$5.00, prepayment may be required by the custodian.

The custodian may consult the **Wisconsin Public Records Law Compliance Guide** (March 2018) for further explanation on Wisconsin public record laws. Any denial of a public record request by the custodian will include an explanation, including legal authority. Whenever there is a doubt as to whether information may or may not be released in response to a public records request, the custodian will seek the counsel of the Library's attorney.

Please note: Wisconsin Stat. § 43.30 (1m) reads, as follows:

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, resources, or services may not be disclosed except by court order 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, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

Adopted by the Pewaukee Public Library Board of Trustees, June 20, 2019; Dale Noll, Library Board President