

RUTH CULVER COMMUNITY LIBRARY
LIBRARY POLICY

PUBLIC RECORDS NOTICE OF AVAILABILITY POLICY

[Pursuant S. 19.34 \(1\), Wisconsin Statutes](#)

The Board of the Ruth Culver Community Library is an authority for purpose of record keeping as defined in S. 19.34 (1), Wisconsin Statutes.

Records of the Board as defined under [s.19.32 \(2\)](#), Wisconsin Statutes, are retained at the Ruth Culver Community Library, 540 Water Street, Prairie du Sac, Wisconsin, and are available Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding holidays.

The Library Director is the legal custodian for the Library Board and for any committee, commission, or sub-unit thereof, and its records. Requests and information for the same may be obtained from the Library Director. In addition, should the Director be unavailable, then the Assistant Director will serve as 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 at his or her discretion. Other regulations and restrictions on obtaining information and copies are set forth in Section 3.07 or the City Code.

Please Note: [Section 43.30, \(1981\), Wisconsin Statutes](#), reads as follows: "Public Library Circulation Records: Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating which of its documents or other materials have been loaned to, or used by, an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or persons authorized by the individual to inspect such records, or by order of a court of law."

Approved by Library Board

Date: 11/19/2019