

# Open Records

Acting pursuant to Section 1-23 of the Oshkosh Municipal Code and Section 19.33(4), Wisconsin Statutes, the Oshkosh Public Library board of Trustees establishes the following positions as legal custodians of the public records described. Each custodian is vested with full legal authority to render decisions and carry out the duties enumerated in Section 1-23 of the Municipal Code and Chapter 19, Wisconsin Statutes, governing public records and property. Access to Library records is governed by Section 1-23 of the Oshkosh Municipal Code.

| <b>Position of Legal Custodian</b> | <b>Records for Which He/ She/ is Custodian</b>  | <b>Location of Records</b>                     |
|------------------------------------|---|--|
| Library Director                   | Library Circulation Records; Board minutes and related Materials, deeds and legal Records of the Board and all Other administrative records | Circulation Department; Administrative Offices |
| Library Business Manager           | Library Employee Personnel Records, Financial Accounting And Property Records   | Administrative Offices                         |

The hours during which interested individuals may request access to or a copy of public records are: 9:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. Information on requesting access to or obtaining copies of public records is contained in Section 1-23 of the Oshkosh Municipal Code or can be obtained by calling the Library Administrative Offices at (920) 236-5210 during normal business hours.

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.

The Acting Director designated in the absence of the Director may act on the Director's behalf, and either of the above may act in the absence of the Library Business Manager.

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| Drafted by:        | John Nichols  |
| Approved by:       | Library Board |
| Last updated date: | 10/01/1997    |
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