

SHERIDAN COUNTY PUBLIC LIBRARY SYSTEM
www.sheridanwyolibrary.org

Public Access to Records Kept at the Library

Policy

Public access to and inspection of records kept by the Sheridan County Public Library System – including the Sheridan Fulmer Public Library and all branch libraries – shall be accomplished in full compliance with the Wyoming Public Records Act, Wyoming Statute §16-4-201, *et seq.*

Procedure

1. Any individual or organization may request public records, including electronic public records, in the possession and control of the Sheridan County Public Library System.
2. All requests for public records for any part of the Sheridan County Public Library System must be submitted, in writing, to the Sheridan County Public Library System Director, who is the Designated Public Records Person as provided for under the Public Records Act, as amended by Senate File 57 (Senate Enrolled Act 72) from the 2019 Wyoming Session Laws. The Library System Director will designate an alternate Public Records Person at times when the Director is unavailable.
3. In responding to requests for public records, all library system employees will strictly maintain patron privacy, as protected by Wyoming Statute §16-4-203(d)(ix), which provides that the custodian of public records must deny requests for “Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child.”
4. All employees will sign a “confidentiality of patron privacy” agreement at the time of hire.
5. The Library System Director or designee will direct all requests with subpoenas, court orders, or search warrants to the County Attorney.
6. The business office will retrieve the records as instructed by the Library System Director or designee.
7. Time frame for production of public records for inspection will be governed by the Public Records Act, as amended by Senate File 57 from the 2019 Wyoming Session Laws.
8. No physical records may be removed from the library. At the time of inspection of the public records, the requester of the public records may request printing or photocopying of any of the public records he or she inspects. The reproduction will be completed by the Library System Director or his designee, provided payment is submitted pursuant to the library’s schedule of fees.
9. Requests for inspection or copies of public records, including electronic public records, that require more than two (2) hours of staff time to assemble, collate, display and/or copy will be charged \$30/hr in addition to any photocopying or printing fees required by paragraph 8.