

Horicon Public Library

Privacy of Library Records and Library Use Policy, Appendix A

Parent/Guardian Request for Access to Child's Library Records

Requestor Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_  
(circle if applicable: court-appointed, joint custodial, custodian guardian)

Address: \_\_\_\_\_  
Street City State Zip

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

I am requesting the library record of my child as identified above and am the legal guardian of that child. Furthermore, I certify that I have not been denied periods of physical placement with the child under §767.24(4).

\_\_\_\_\_  
Signature Date

Types of information the library will provide include items currently checked out to child, due dates of items checked out, overdue items, and fines/fees due to the library.

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For Staff Use: Obtain copy of identification of requestor and attach to request. A staff member is authorized to grant or to refer access based on satisfaction as to identity and relationship of the requestor. Referrals shall be handled by the director. All requests must be forward to the director for review.

Request \_\_\_ Referred \_\_\_ Granted \_\_\_ Denied

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_