

## **Hales Corners Library**

### **Circulation Services – Photos in Patron Records**

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#### **Policy:**

Beginning in February 2011, the library will start adding digital photos of patrons to their library record. A photo in the patron record provides additional security for our patrons, as it will be much more difficult for others to use the cards fraudulently. It is an added protection for the library as it provides us with a method to protect misuse of library cards, including a photo of any patron who gives false information when applying for a card.

#### **Procedure for taking photos:**

1. A photo station equipped with a digital camera is set up at the circulation desk.
2. The applicant may not wear hats, caps, head coverings or other devices that obscure all or part of a person's face. The only exception is if the covering is for a religious conviction or medical reason. If so, the covering should be adjusted as much as possible for a full facial image.
3. Sunglasses must be removed, but a patron may have the photo taken with or without clear glasses. Hair is to be brushed away from the eye area.
4. Photos will be retaken when patrons update their cards every two years.

#### **Confidentiality:**

The photo, as well as all the information on the patron record, is highly secure and confidential. It is part of the MCFLS Intranet and protected through firewalls and multiple levels of passwords. Patrons viewing their record from home will not be able to see the photos. Photos are to be accessed by staff only as needed to complete library related transactions. Photos, as part of the library record, are exempt from public record disclosure, pursuant to Wisconsin Statutes §43.30 (1). For further information, see the library's policy and procedure on confidentiality of patron records.

**Note:** It is optional only by request for patron to decline photo to be added to patron record (such as for religious reasons).