

PUBLIC RECORDS REQUEST POLICY

Library documents including, but not limited to, memos, letters, policies, procedures, and emails are subject to the Wyoming Public Records Act. (Wyoming State Statute 16-4-201 et seq.)

These documents are considered public records and subject to disclosure. A staff member, patron, member of the press, or member of the general public may obtain copies of these documents.

Certain records are protected. These records include confidential information such as information about legal proceedings or personnel matters. In addition, library transactions and registration records are exempt from the Wyoming Public Records Act. The only exception being if a custodial parent/guardian wishes to see the library records of their minor child.

Library transaction records, especially those that are tied to the patron's library card, are the property of the Wyoming State Library. Anyone wishing to see a copy of those records will need to contact the Wyoming State Librarian.

The library will not allow inspection of records via its computer system. The library will provide print copies of the public record(s) to the requestor. The fee for these copies is the same as it is for photocopying and printing. Please see the fee schedule for more information.

(Adopted April 1, 2015)