

Open Records Policy

Ripon Public Library

Acting in accordance with Wisconsin Statutes §19.33, the Ripon Public Library Board of Trustees designates the Library Director as the legal custodian of the records of the Ripon Public Library.

Individuals may request access to, or a copy of, public records from 9:30 a.m. to 4:30 p.m., Monday through Friday, excluding City of Ripon holidays, at the Ripon Public Library, 120 Jefferson Street, Ripon, Wisconsin. Requests may be submitted in person, by mail, by telephone, or electronically.

The Ripon Public Library will respond to all requests as soon as practicable and without delay. The Acting Director designated in the absence of the Library Director may act on the Director's behalf.

The Ripon Public Library may impose fees consistent with Wisconsin Statutes for the actual and direct cost of:

- reproduction, at the current Library Board-approved fee per printed page
- mailing or shipping, at actual cost

In accordance with Wisconsin Statutes § 43.30, records that identify an individual as having requested, borrowed, or used library materials or services are confidential and may be disclosed only:

- to persons acting within the scope of their duties in the administration of the library or library system
- with written consent of the individual
- pursuant to a court order

The Ripon Public Library follows the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems, as periodically updated and approved by the Wisconsin Public Records Board.

Information on requesting public records may be obtained by contacting the Library Director at 920-748-6160 during normal business hours.

*Adopted by the Ripon Public Library Board of Trustees on January 30, 2007.
Revised by the Ripon Public Library Board of Trustees on December 9, 2025.*