



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter: Employee Conduct**  
**Section Number: 7.7**  
**Section Name: Public Records Requests**  
**Last Revised:**

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- A. Ohio Revised Code Section 149.43 provides that all public records shall be promptly prepared and made available for inspection to any person at all reasonable business hours.
- B. All requests from the public to review the records of the Library must be forwarded to the Director or Business Manager.
- C. Pursuant to Ohio Revised Code § 149.432, customer records are confidential and may only be disclosed in certain situations as defined by law. Requests about customer records should be referred to the Director or Business Manager.
- D. No employee other than the Director or Business Manager is authorized to release any record. Staff must make every attempt to contact either person once such a request is received.