

HIGHLAND PARK PUBLIC LIBRARY

Policy 201

Confidentiality of Patron Information

Purpose To state the Library's legal position regarding confidentiality of our patrons.

1. Introduction

The Library Records Confidentiality Act [75 Illinois Compiled Statutes 70/1 et seq] mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library and its resources, facilities, and services. Personally identifiable information includes, but is not limited to, circulation of library books, periodicals and other materials, electronic resource searches, interlibrary loan transactions, reference requests and use of audio-visual materials.

2. Highland Park Public Library Policy

It is the policy of the Highland Park Public Library to protect the privacy of those who use its services and to consider all Library-generated records that contain information about its users to be entirely confidential. Such information includes, but is not limited to, those records stated above.

3. Procedure

Such Library records shall not be made available to members of the public, the press, or any agency of federal, state, or local government, with the following exceptions.

- a. Pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- b. Upon the request or consent of the Library user.
- c. Upon the request of a parent or legal guardian of a child under the age of 14 who has a delinquent card. In that case, only titles of overdue materials will be provided.

Revision History

Adopted November 10, 1987

Revised November 11, 2003

Reformatted without change May 1, 2014

Approved with no revisions May 9, 2017

Revised February 8, 2022