

WEST CHICAGO PUBLIC LIBRARY DISTRICT

CONFIDENTIALITY OF LIBRARY RECORDS

Policy

The West Chicago Public Library District abides by Illinois Law which provides that the circulation records and registration records of patrons are confidential. The West Chicago Public Library District does not make available such records except as may be required by the Library Records Confidentiality Act. (75 ILCS 70/1-2)

Circulation records, registration records and other records linking the names of library users with specific materials are confidential. Access to such records is restricted to library staff with a need to know and, in the case of missing or late materials, the parent or legal guardian of a minor library card holder.

All library staff and employees are hereby advised that such records shall not be made available to the public, the press, or any agency of state, federal or local government, except pursuant to such legal process, order or subpoena as may be authorized under applicable laws.

Procedure

Library staff shall observe the following procedures:

1. On receipt of any legal process, order or subpoena, the library staff member in charge will immediately contact the Library Director. The Library Director will notify the President of the Board of Library Trustees and will consult with the Library Attorney and to insure that:
 - (a) the document is in proper legal form; and
 - (b) the document reflects issuance by a court or administrative body of competent jurisdiction
2. Until authenticity of such process, order or subpoena has been confirmed, the Library will resist providing the records sought.

Approved by Board of Library Trustees: October 24, 2005

Revision Approved by Board of Library Trustees: September 24, 2007

Approved by Board of Library Trustees: September 26, 2011

Revision Approved by the Board of Library Trustees: October 28, 2013

Approved by the Board of Library Trustees: January 23, 2017

Employee/Trustee Acknowledgment

(Confidentiality)

I received and reviewed the current Confidentiality of Library Records Policy. I understand it is my responsibility to comply with the policies stated in said Ordinance.

Trustee/Employee Signature: _____

Date Signed: _____

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