

## **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 to ensure 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.

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: \_\_\_\_\_

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 Board of Library Trustees: January 23, 2017  
Reviewed by Policy Committee: June 10, 2021  
Revision approved by Board of Library Trustees: June 28, 2021