

HIGHLAND PARK PUBLIC LIBRARY

Policy 201 **Confidentiality of Patron Information**

Purpose To state the Highland Park Public Library (“the Library”) legal position regarding confidentiality of patron information.

General Policy

1. Introduction

The Library Records Confidentiality Act [75 Illinois Compiled Statutes 70/1 et seq] mandates the confidentiality of all records containing information relating to an individual’s use of the library and its resources, facilities, and services. Said 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. Library Policy

It is the policy of the 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. As a member of Cooperative Computer Services (CCS), Library patron records are also subject to CCS Governing Board Policies, available at <https://www.ccslib.org/governing-documents>, p. 41-43.

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 or as otherwise provided by the Library Records Confidentiality Act.
- 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.

Adopted November 10, 1987

Reviewed and revised August 20, 2024