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## BARTLETT PUBLIC LIBRARY DISTRICT PATRON PRIVACY AND CONFIDENTIALITY POLICY

The Bartlett Public Library follows Illinois Library Records Confidentiality Act {75 ILCS 70/1 et seq.}. (See attached.) This law mandates the confidentiality of all records containing personally identifiable information related to an individual's use of the library and its resources, facilities, and services. Confidentiality includes, but is not limited to, the circulation of library books, periodicals, and other materials, electronic resources searches, interlibrary loan transactions, and reference requests. The library will not disclose confidential information to outside parties unless required to do so by law.

### **Information the Library Collects**

Name  
Address  
Telephone Number  
E-mail address  
Date of birth  
Materials currently check out or requested.  
Overdue materials (until returned)  
Unpaid fines (until paid)

**Public computers within the library:** The name of the user of an individual computer is purged 48 hours after the computer is used.

**Programs:** The names of participants in a library program are purged after the completion of the program.

**Website:** Only statistics of the overall visits to the library's website are kept.

**Links to other websites:** The library website contains links to sites not maintained by the library. The library is not responsible for the privacy policies of other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

Pursuant to the Illinois Identity Protection Act, 5ILCS 179/1 *et set*. As signed into law in January, 2010, the Bartlett Public Library District will not request a Social Security number from patrons registering for a library card, nor will a SSN be used as an identifier on library cards, library card registration forms, or placed into patron electronic records.



*Note: Nothing in this policy is intended to confer any third party contractual rights in any patron of library facilities or resources. The policy set forth above is subject to modification and does not waive or otherwise limit any applicable governmental immunities that may exist under law in favor of local governments and/or their officials.*



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## **LIBRARIES**

### **(75 ILCS 70/) Library Records Confidentiality Act.**

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials. (Source: P.A. 95-40, eff. 1-1-08.)