



CONFIDENTIALITY OF LIBRARY RECORDS

Purpose

The La Grange Park Public Library District adheres to the Library Records Confidentiality Act (75 ILCS 70) which governs the use of the registration and circulation records of individuals.

Guidelines

Library staff will cooperate with law enforcement officials as required by federal laws (such as the USA PATRIOT Act) and state law to allow access to library information and records within the scope of a court order or search warrant, while at the same time seeking to protect the privacy rights of library patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70) and other applicable federal and state privacy laws.

Any court order or subpoena for library records must first be presented to the Executive Director, or in the Director's absence, to the Person-in-Charge. The Executive Director will cooperate with law enforcement officials to help identify the library records/library information falling within the scope of the court order or search warrant. Access will not be provided to records beyond the scope of the court order or search warrant. The Executive Director will record all evidence of library information and library records viewed, copied, or removed from the library pursuant to the court order or search warrant.

To assist law enforcement officials, a copy of this policy will be provided promptly to officials upon arrival at the library.

This policy does not prevent the 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.