

CODE: 3340
SECTION: Library Services
SUBJECT: Confidentiality of
Patron Records

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CONFIDENTIALITY OF PATRON RECORDS

In conformance with the Illinois Library Records Confidentiality Act and the Illinois Freedom of Information Act, all records, formal and informal, in the Danville Public Library, relating to patron registration and the subsequent circulation by patrons of materials provided by the library, are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the library director, such order having been issued pursuant to a proper legal process, order or subpoena under the law.

Any problems or conditions relating to the privacy of a patron through the records of Danville Public Library which are not outlined in the policy statement shall be referred to the Library Director. After study and consultation with the library board and/or legal counsel, the Library Director shall issue a written decision as to whether to comply with the request for information.

ADOPTED: 11/19/1984

AMENDED:

REVIEWED:

LEGAL REFERENCE: Library Records Confidentiality Act – III; *Illinois Compiled Statutes*, Chapter 75, Sec. 70/1; Freedom of Information Act, *Illinois Compiled Statutes*, Chapter 5, Section 140