



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

Confidentiality of Patron Records Policy

Purpose

The Westmont Public Library abides by the Illinois Library Records Confidentiality Act (75ILCS 70/1-2) that states a patron's registration and circulation records at a library are confidential information. Library staff does not make available the records of patron transactions or lists of registered library patrons to any party except when mandated by the law. Any court order or subpoena for library records must be presented to the Library Director, or in the Library Director's absence, to the staff member in charge of the library.

Requests for Confidential Information

Library staff will cooperate with requests by sworn law enforcement officials (1) to allow access to items within the scope of a court order or (2) who represent that it is impractical to secure a court order as a result of an emergency and have probable cause to believe that there is an imminent danger of physical harm. In this case:

- The information requested is limited to identifying a suspect, witness, or victim of a crime, and the information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the library.
- The officer will sign a statement acknowledging that their request is within compliance of this law.
- The library reserves the right to seek subsequent judicial review to assess whether the request is in compliance with the law.

To assist law enforcement officials, a copy of the Confidentiality of Patron Records Policy will be provided promptly to them once a request for information is made.

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.