



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community with the 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 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 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

To assist law enforcement officials seeking confidential information, a copy of the Confidentiality of Patron Records Policy will be promptly provided to them once a request for information is made. 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.
- The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.
- The officer will sign a copy of this policy 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.

Protections

- This Policy does not alter the right of any patron to challenge the dissemination of patron information.
- Libraries are protected from patron claims that disclosure under the law constitutes a breach of confidentiality.
- This policy does not prevent the Library from publishing or making available statistical reports regarding Library registration and circulation data. These reports are presented so that no individual is identified.