

## **Wauconda Area Public Library District**

### **PRIVACY POLICY LIBRARY RECORDS CONFIDENTIALITY ACT**

**Approved by the Board of Library Trustees March 10, 2008**

**1.0** All Wauconda Area Library patron records and their associations with particular Library materials and services should be treated as confidential information. Records should be kept only as long as necessary for service delivery to the patron and to ensure that Library materials and equipment are restored to the Library in good condition.

**2.0** Files of patron records are reviewed on a regular basis and deleted as soon as they are no longer needed. Wauconda Area Library will not share, sell, rent or reveal any personal information to any third party other than the company that handles collections for the Library.

### **3.0 LIBRARY RECORDS CONFIDENTIALITY ACT**

§ 75 ILCS 70/1. Registration and circulation records; statistical reports

§ 1. (a) The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.

(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.

(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.

§ 75 ILCS 70/2.

§ 2 This Act may be cited as the Library Records Confidentiality Act.