

Amended 6-23-08
Reaffirmed 8/24/09
Amended 9/24/12
Amended 3-28-16
Reaffirmed 2-25-19

WPL Policy 2.4

CONFIDENTIALITY OF USER RECORDS

Circulation and registration records are confidential pursuant to the Library Record Confidentiality Act (75 ILCS 70/1 et seq.). No such records shall be made available to the public or to any agency of federal, state or local government unless;

- (1) required to do so under a court order; or
- (2) when a law enforcement officer has probable cause to believe there is imminent danger of physical harm. In this case the officer may request information regarding identification of a suspect, witness or victim of a crime without a court order, but the information may not include records reflecting materials borrowed, resources reviewed or services used at the library. In this case the library will request that the officer execute the Law Enforcement Officer's Request For Confidential Library Information form set forth in Exhibit AA in the Appendix hereto.

Confidential Relationship/Library Staff and Patrons

The relationship between library staff and patrons is confidential, including information about patron use of library materials or services, such as reference assistance and computer use. Parents or legal guardians of children under 18 may be provided with information about current materials, overdue materials and outstanding charges on their child's library card.

Patron Access to Records

A library card barcode number or proper identification must be provided by a patron before any information about their record can be provided. Information is available by telephone only if a library card barcode number is provided. Westchester cardholders may view their records online through the Internet.