

Member Confidentiality

Section 1:

The Indian Trails Public Library District shall make every effort to see that information about a person and his or her use of the library remains confidential. The Library Board of Trustees believes that the choice of library materials, and use of the library's informational resources, is a personal and private endeavor on the part of each individual, adult or child. To make full and effective use of library resources, people must be confident that staff will not reveal what they read, the materials they use, or the questions they ask. Such a possibility would inhibit free usage of the library and is contrary to the American Library Association Bill of Rights and Freedom to Read Statement.

The Indian Trails Public Library District abides by Illinois Law [75 ILCS 70/1 (a)], which states that both the records of member transactions and the identity of registered library members are confidential material. The Indian Trails Public Library District does not make available the records of member transactions to any party except in compliance with the law. The Indian Trails Public Library District does not make available lists of registered library members except in compliance with the law.

Section 2:

It is the policy of the Indian Trails Public Library District that only information necessary for library operations will be entered into the member database. The following policy guidelines have been adopted as a minimum standard concerning the nondisclosure of information about library members:

Section 3:

All information about a member contained in the Indian Trails Public Library District database may be made available to that member upon presentation of a library card and/or other form of photo ID. Information about a member or activity on a member's card may not be given out over the telephone unless the member is able to provide a library card number.

Section 4:

Indian Trails Public Library District maintains no permanent record of those items that have been borrowed and returned unless an overdue charge is outstanding.

Section 5:

This policy recognizes the existence of special categories permitting disclosure:

- A. Special member circumstances--death or incapacitating illness.
- B. Disclosure to parents or guardians for children who are 17 years of age or under.
- C. Disclosure in compliance with laws currently in force.

Section 6:

All materials will be checked out on the card presented.

Section 7: Library use of member information

Directory information from the member file may be used by Indian Trails Library District for the purpose of disseminating Library information. All such use must be authorized in advance by the Library Board of Trustees. Should the library seek to rectify an act of vandalism or other criminal act, the library may use member information to protect the right of district members.

Section 8:

The frequency or nature of a person's visits to the library, their reference questions, reserve requests, registration records, circulation records, program registration or attendance, use of computers, digital imagery, or any other information supplied at the library or granted by it shall not be given, made available, or disclosed to any individual, corporation, institution, government agent or agency without a valid court order or subpoena, issued by a court of competent jurisdiction.

Section 9:

All officers, employees, and volunteers of the Indian Trails Public Library District are hereby instructed to comply with this policy. It is through strict adherence to this policy that the public can maintain its confidence that individual privacy is protected. More information on maintaining confidentiality may be found in Appendix I of this policy.