

## MOUNT PROSPECT PUBLIC LIBRARY RECORD KEEPING POLICY

### 1. Mission Statement:

Mount Prospect Public Library exists to:

- Connect people to information, resources and opportunities for enrichment and leisure
- Provide and sustain a book culture through literary knowledge and interactive experiences
- Promote and support education and lifelong learning
- Build community

### 2. Library Bill of Rights:

The Mount Prospect Public Library affirms Article V. of the American Library Association's Library Bill of Rights:

"A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

### 3. Privacy and Confidentiality of Patron Information:

Personally identifiable information about library users must be kept confidential in accordance with the Illinois Records Confidentiality Act (75 ILCS 70/). "The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public..." Full text attached to policy. See also Privacy and Confidentiality of Patron Information Policy.

### 4. Record Keeping

The Library maintains records in compliance with the laws of the State of Illinois.

The Library will make all practicable efforts to retain records containing patron-identifiable information only to the extent necessary to preserve Library or public property or to fulfill another core library function.

To the extent that such records are necessary, the Library will strive to make them non-patron-identifiable or minimally patron-identifiable.

### 5. Staff Responsibilities

- 1) All staff members should review their own and their department's record keeping procedures to make them conform faithfully to this policy.

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- 2) Any staff member who has any questions about this record keeping policy, or believes any patron-identifiable information or record can be made to conform more faithfully to this policy, should contact the Executive Director or Executive Team.

Attachment: Illinois Records Confidentiality Act (75 ILCS 70/)

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**(75 ILCS 70/) Library Records Confidentiality Act**

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(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.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(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.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.  
(Source: P.A. 86-1475.)