

# Circulation and Library Records Confidentiality

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## I. Library Mission

- A. 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; and build community.

## II. Library Bill of Rights

- A. 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."

## III. Confidentiality of Patron Records

- 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." (75 Illinois Compiled Statutes 70/1 (a))
- B. Effective 1/1/2008 an exception to the requirement of a court order is made per Public Act 95-0040 if the following conditions are met:
  - 1. A sworn law enforcement officer states that it is impractical to get a court order as a result of an emergency situation;
  - 2. The officer states there is probable cause to believe that there is imminent danger that someone will be physically harmed;
  - 3. The information requested is limited to only identifying a suspect, witness, or victim of a crime;
  - 4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.
- C. The requesting law enforcement officer must complete an Officer's Request for Confidential Library Information form (Appendix B) and acknowledge receipt.

## IV. Circulation Policies

- A. Mount Prospect Public Library will accept all library cards issued by any Illinois public library. Such cards must be registered per the Library Card and Patron Registration Policy and Guidelines. Library cards from outside the state will not be accepted for the circulation of materials.
- B. Without a library card or other identification, no patron may borrow any library materials at any time.
- C. A reciprocal borrower is a non-resident of Mount Prospect who has their library card registered at MPPL.

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- D. See the Loan Rules Chart (Appendix C) for limits, loan periods, renewals, late fines, and lost/damaged fees for specific materials.
- E. **Renewal Loan Periods.**
  - 1. Library materials may only be renewed if no other patrons have placed a reserve on the item.
  - 2. Holds and Interlibrary Loan. Only Mount Prospect Public Library cardholders may place holds on library materials. Hold exceptions include but are not limited to: reference books, newspapers, pamphlets, and developing collections. No fee will be charged to patrons for this service. All holds must be checked out using the library card used to place the original request.
  - 3. Only Mount Prospect Public Library cardholders may request interlibrary loan items. Refer to the Interlibrary Loan Policy and Guidelines for complete guidelines.

## V. Circulation Fines and Fees

- A. No late fines will be assessed for all registered cardholders, excepting special collections designated by staff. See the Loan Rules Chart for details.
- B. Patrons are responsible for fees for lost or damaged materials. Failure to return, replace, or pay for lost or damaged materials will result in the library account being blocked until resolved.

## VI. See Also

- A. [State Statute for Non-Resident Services](#)
- B. Appendix A – Officer's Request for Confidential Library Information
- C. Appendix B – Loan Rules Chart