



## PATRON PRIVACY & CONFIDENTIALITY POLICY

The Board of Trustees seeks to protect the privacy and confidentiality of all who use the library in the pursuit of free speech, thought, and association.

### Right to Privacy

The library is committed to protecting personally identifiable information. The library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library patrons have the right to access their own information through the online card catalog or in person. In both instances, the library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

### Confidentiality

The Illinois Library Records Confidentiality Act [75 ILCS 70/] mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library, its resources, facilities, and services. Confidentiality includes, but is not limited to, circulation of materials, electronic resources searches, interlibrary loan transactions, reference request, and use of audio/visual materials. The library will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

Library records containing personally identifiable information will not be made available to any agency of state, federal, or local government unless a warrant or court order is issued and presented. The Library Director will confer with the Board of Trustees and legal counsel before determining the proper response.

### Information Collected by the Library

Types of information collected:

- Name
- Telephone number
- Email
- Library barcode number
- Date of birth
- Materials currently checked out
- Materials currently placed on hold
- Overdue materials (until returned)
- Unpaid fees (until paid)

### Safeguarding Personal Information

In protecting personal information, the library will:

1. Avoid keeping unnecessary records
2. Remove the correlation between personal information and materials borrowed once these items are returned

3. Purge and shred outdated records
4. Remove from public computers daily: cookies, search histories, cached files, and other records of internet use
5. Not collect personal information from individuals using public access computers in library
6. Not collect personal information from individuals visiting the library website from home

#### Links to Other Sites

The library website contains links to sites not maintained by the library. The library is not responsible for the privacy practices of any other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

#### Public Computers

The library has computers available for public use for all ages. Public access computers do not save any personal information, such as websites visited, email addresses, passwords, etc. After each user session, public computers are restored to the initial configuration. While the library takes the necessary steps to protect personal information, the library is not responsible for an individual's use of the internet.

#### Children's Privacy

The library considers the privacy and safety of children to be very important. Personal information collected by the library is not shared with any other agency or organization. The library is not responsible for information accessed by children. Parents are urged to supervise their children's use of the internet while in the library.

Approved: 01/11/2022

Reviewed: 2/12/2024