



Confidentiality of Library Records Policy

All Wilmington Public Library District records are confidential in nature. Library procedures will be carried out in a manner that ensures the privacy of the library user.

Library records are maintained for the purpose of protecting public property and gathering information for administrative decision making. Library records are not to be used to identify the specific materials or types of materials used by individual library patrons. Under no circumstances shall any library staff member provide information to a third party concerning a patron's reading, or the kind of information asked for from the library's collections.

No library records shall be made available to casual members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The Board of Trustees and Library Director shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing to good cause has been made in a court of competent jurisdiction. Any such costs incurred by the library in any search through patron records, even under court order, shall be chargeable to the agency demanding such a search.

Ref: Illinois State Library Records Confidentiality Act: 75 ILCS 70/1 et.seq.

Adopted this day 3/21/94

Amended 7/16/01

Reviewed 3/16/98, 4/21/03, 7/16/04, 11/21/05, 11/20/06, 3/17/08,
3/15/10

ILLINOIS STATE RECORDS CONFIDENTIALITY ACT

70/1 Registration and circulation records – Statistical reports

- § 1. (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.
- (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.
- (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.

P.A. 83-179, 1, eff. Jan. 1, 1984

70/2 Short title

- § 2. This Act may be cited as the Library Records Confidentiality Act.

Amended by P.A. 86-1457, Art. 4, § 4-43, eff. Jan. 10, 1991.