

Morrison-Talbott Library Privacy Policy

Patron records, including registration information, circulation history, and computer sign-in logs, are considered private by the Library Records Confidentiality Act [75 ILCS 70] and will not be made available to any third party unless the request meets one of the exceptions laid out by the law. Volunteers and employees are required to strictly maintain the privacy of library patrons by not divulging any of the above information.

No patron 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 and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. [75 ILCS 70]

Patron records will be available to the parent or legal guardian of any minor patron of the age of 17 or younger.

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

Volunteers and employees are also required to strictly maintain the privacy of their fellow employees by not divulging any of the following: staff members' marital statuses, home addresses or areas of residence, non-work telephone numbers and e-mail addresses, whereabouts when not at work, health information, and any other information that is considered personal or private.

Violation of patron or staff privacy by any employee may be considered grounds for dismissal.

Reference: Policy 3-75