

203. Confidentiality of Library Records

The Illinois State Statutes protect the confidentiality of patron records. 75 ILCS 70/1-2 reads, "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." The Board of Trustees of the Tolono Public Library District has adopted this policy in order to comply with the law.

1. Circulation records and other records identifying the names of library users are confidential.
2. Library employees shall not make such records available to any individual, firm, institution, parent, attorney, an agency of state, federal or local government except after presentation of a court order as may be authorized under the administrative discovery procedures of legislative investigative power. Only a signed court order is acceptable. Records will not be released for a verbal or written request, subpoena, or search warrant.

I: Procedures

1. All requests for such records are to be handled by the Library Director. In the absence of the Library Director, the supervisor on duty may respond to any requests in a timely manner by following the appropriate procedure. Whenever possible the Library Director is to be notified prior to any information dissemination. The Library Director must receive photocopies or originals of all documents and be notified of such action immediately.
2. Photocopies of all documents must be made if Library Director may not retain originals.
3. Identifying information (such as: name, driver's license number, or badge number for an officer) from the individual requesting data must be recorded on the document or on the form on the next page.
4. The individual is to be asked directly if the form is a court order. This cannot be misrepresented to the library or staff on duty.
5. All documents are to be examined and all pages read and verified that a judge signed the document. A case number, date, and case information should appear on the form.
6. The documents may vary in appearance.
7. The board of trustees will be made aware of any such requests for information.

TOLONO PUBLIC LIBRARY DISTRICT
REQUEST FOR INFORMATION FORM

FORM SHOULD BE FILLED OUT BEFORE RELEASING ANY INFORMATION

Check here as completed:

- _____ 1. Refer request to Library Director if he/she is available.
_____ 2. Attempt to reach the Library Director at home or at other available phone numbers.
_____ 3. If Library Director is unavailable refer to supervisor on duty.
_____ 4. Supervisor handling this request sign here _____
_____ 5. Record appropriate identifying information of individual requesting data:

Name: _____

Address: _____

Driver's License Number: _____

(If police officer) Badge Number: _____

County or City Police: _____

Other (specify): _____

Name of patron about whom information is requested: _____

- _____ 6. Ask if document-requesting data is a court order. (Is this a court order?) If individual agrees that it is, have him/her sign below.

I CERTIFY that I _____ have a signed court order
(print name)
requesting confidential data be turned over to me.

Signed _____
(please sign name)

- _____ 7. Read all documents; retain originals for Library Director (or make complete photocopies).
_____ 8. Verify that a judge had signed the document.
_____ 9. Copy down case information:

Case Number: _____

Date of Court Order: _____

Today's Date: _____

- _____ 10. Did you notify the Library Director?

NOTE: Documents may vary in appearance. The Library Board of Trustees will be made aware of any such requests for information.