



CONFIDENTIALITY AND PRIVACY POLICY

POLICY STATEMENT:

Pursuant to Illinois Code 75 ILCS 70, the “Library Records Confidentiality Act,” patron and circulation records of the Rock Island Public Library are strictly confidential and not subject to disclosure to the public or to any law enforcement officers except by court warrant. Library employees and any agents of the library are bound to observe this confidentiality.

PROCEDURES:

A properly issued court warrant must be presented by sworn law enforcement to the Library Director of the Rock Island Public Library for consideration.

- In an emergency situation, where the sworn law enforcement officer has probable cause to believe that there is imminent danger of physical harm, information may be requested without court order but is subject to approval by the Library Director or library department head. The information requested without court order must be limited to identifying a suspect, witness, or victim of a crime and may not include disclosure of circulation records that would indicate materials borrowed, resources viewed, or services used at the library.

REGULATIONS:

Confidentiality of library records is both library policy and state law that ensure freedom of inquiry. Library employees and volunteers will adhere to the policy and the law, with no exceptions.

- For patrons under the age of 18, the parent or guardian that signed the child’s library card application will be given, upon request, a total amount owed and/or the number of items checked out but no title information, unless the child is present and has given consent.
- Patron requests for account information via the telephone or email will not be honored.

GUIDELINES:

- Properly identified patrons may be shown information in their own account relating to fines, fees, and materials currently checked out. Patrons must request this information in person.

- Library staff is encouraged to provide instruction to patrons with Internet service on how to access their own account from the Rock Island Public Library website and the library catalog.
- Patrons may pay fines for other patrons as long as title information is not revealed. Receipt for payment may be mailed to the address in the account of the patron whose bills are being paid, upon request.

REVISED 04/2013

BOARD APPROVED: 4/16/2013

REVISED & APPROVED: 4/19/2016

REVIEWED & APPROVED: 3/19/2019

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