

Confidentiality of Library Records Policy

Schiller Park Public Library

The Schiller Park Public Library is bound by the Illinois Records Confidentiality Act (75 ILCS 70/1-2). This act generally prohibits the library from making available to the public any registration, circulation, computer use, or database search record which is related to any named library user. The library respects the rights of its customers to confidentiality. The library will provide information on an individual's record only upon request of the individual or the individual's legal guardian.

Anyone seeking information on an individual's registration, circulation, computer use, or database search record that is not his or her own or that of his or her minor child must obtain a court order. Upon receipt of the court order to reveal confidential information, the Library Director may consult with the library's legal counsel to confirm that the request complies with the law.

75 ILCS 70/1-2 allows certain exceptions in certain situations. Enforcement officers may request information in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent danger of physical harm, provided:

1. A sworn law enforcement officer represents to the library it is impractical to get a court order as a result of an emergency; and
2. The officer has probable cause to believe there is imminent danger of physical harm; and
3. The information requested is limited to identifying a suspect, witness or victim of a crime; and
4. The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the library.

Under this exception, only information identifying a suspect, witness or victim of a crime may be disclosed to an officer without a court order; all other information remains confidential without a court order.

The library, as a member of the Reaching Across Illinois Systems (RAILS) participates in reciprocal borrowing. It is sometimes necessary for libraries to share information with each other to be able to provide service to the customer and to collect outstanding materials and fines owed. The library will honor requests from other libraries that need this information. Implicit in a customer's agreement to participate in the reciprocal borrowing program is the customer's consent for the various libraries involved to exchange pertinent information as may be necessary to retrieve library materials.