

QUINCY PUBLIC LIBRARY CONFIDENTIALITY POLICY

Quincy Public Library recognizes that all circulation records, records identifying names of users with specific materials, and all library registration files identifying personal information with a library-assigned number are confidential. Individual borrower records, reserve or fine records will not be revealed to any person other than the owner of the library card. No record can be made available to any inquiries, governmental or otherwise, unless a subpoena has been served by a court of competent jurisdiction and the library administration has consulted with legal counsel to determine if it is proper to release the requested information. If a library card or key card is found, library staff will attempt to notify the owner so that he or she can pick up the found items.

This policy specifies when it is permissible to disclose this personal information.

- A person in possession of his/her own library card has full access to all patron information pertaining to that card. No further verification is necessary at the circulation desk.
- A person possessing only his/her own library card number or patron identification number needs to provide verifying information (address and date of birth) in order to have full access to patron information at the circulation desk.
- A person without his/her own library card in hand or library card number or patron identification number is required to provide photo identification and the following verification: address, telephone number, and date of birth in order to have full access to information at the circulation desk. This information, including the patron's library card number, and personal identification number, should be given only at the circulation desk, where verifying information is available on the computer.

Library cards issued to children (birth -12 years of age) will be issued in both the child's name and the parent's name. Personal information on these cards may be disclosed to both the parent listed on the card and the child, following the guidelines established in this policy.

- A person wishing to share information in their account may appoint another person by completing a "Release of Information Form." This form authorizes the library to share information at the circulation desk with a designated third party.
- All telephone inquiries require a patron name, library card number and verification of one of the following: patron identification number, or date of birth.

This policy is based on recommendations of the American Library Association and Illinois Compiled Statutes at 75 ILCS 70/1: "*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.*"

Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate material borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that “If requested to do so by the library, the requesting officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.”

Adopted April 13, 2004
Revised April 11, 2006
Revised May 14, 2013
Quincy Public Library
Board of Trustees

Release of Information Form

Name: _____ PID # _____

I grant permission to the Quincy Public Library to release information about my library account to

(Name) (Relationship)

Information will only be released to this individual in person upon presentation of proper identification.

I understand that I can void this permission at any time.

Signature: _____ Date: _____

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

- A. This is a request under the Illinois Records Confidentiality Act, 75 ILCS 70/1 for information contained in the library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime;"
- C. As the basis for this request, I represent the following:
1. I am a sworn law enforcement officer.
 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following (Description of information sought):

Officer's Acknowledgment:
I acknowledge receipt from the library of the information I requested.

Officer's printed name

Officer's Agency/Department

Officer's Signature

Officer's badge number

Time signed

Date signed

(Library Use Only)

Name(s) of Library Staff assisting with the information requested:
