

POLICY REGARDING CONFIDENTIALITY OF LIBRARY RECORDS

It is the policy of the Board of Trustees of the Illinois Prairie District Public Library to insure the privacy of the users of its services and to consider any library records to be confidential in nature.

Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library users. Under no circumstances shall the library staff answer to a third party about what a patron of the library is reading, or the kind of information asked for, from the library collections.

No library circulation or reference department records shall be made available to casual members of the public, the press, or any agency of the State, Federal, or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to Federal, State, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Any costs incurred by the library in any search through patrons' records, even under court order, shall be chargeable to the agency demanding such search.

The Policy Regarding Confidentiality of Library Records will be under constant evaluation, to be formally reviewed at least every three years.

Revised: 1/8/2019

Reviewed: January 11, 2022