

It is the intention of the Waukegan Public Library to protect the privacy of its Library patrons as required by State law (under Library Records Confidentiality Act 75 ILCS 70). Confidentiality extends to information sought or received, and materials consulted, borrowed or acquired and includes but is not limited to database search records, computer use records, reference interviews, circulation records, meeting room records, and other personally identifiable uses of library materials, facilities, or services.

The Waukegan Public Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records.

Procedures:

1. Any staff member receiving a request to examine or obtain records will immediately refer the person making the request to the Executive Director.
2. The Director will, upon receipt of specific court order, consult with the library attorney.
3. Any problems relating to the privacy of records identifying the names of library users which are not provided for above shall be referred to the Executive Director.

Disposal of records:

All records, notices, requests and notes will be destroyed after their usefulness to Waukegan Public Library has expired and according to state statute.

Policies that are required by statute are automatically amended to reflect any changes in said statute.

Website of the Waukegan Public Library revised and maintained by:

Richard Lee, Executive Director

Send comments to richardlee@waukeganpl.info