

TITLE: Confidentiality & Privacy Policy

POLICY NUMBER: 120

EFFECTIVE DATE: 3/16/2022

REVIEW DATE: March 2024

SUPERSEDES: Confidentiality Policy



### 1. Purpose

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.

### 2. Objective

The Waukegan Public Library reserves the right to gather data for statistical purposes only and to improve library service. WPL will not share personally identifiable information to third parties for profit or gain.

### 3. Procedures

WPL recognizes that law enforcement agencies and officers may occasionally seek library records which contain information helpful to the investigation of criminal activity. If there is a reasonable basis such records are necessary to the progress of an investigation or prosecution, i.e. a court order or imminent danger of physical harm, the American judicial system provides the mechanism for seeking release of such confidential records.

- A. Any staff member receiving a request to examine or obtain records will immediately refer the person making the request to the Executive Director.
- B. The Director will, upon receipt of specific court order, consult with the library attorney
- C. 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.

### 4. 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.

### 5. Citations and Related References

None

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

By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees

Robert Freeman

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President, Waukegan Public Library Board of Trustees

Date: 3/16/2022