



## **CONFIDENTIALITY**

### **1. POLICY**

The Highwood Library & Community Center protects each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

The records of patron use of library resources, materials or services are confidential. Patron borrowing records are protected by Illinois Law Statute. Registration information may be used for the proper operation of the library including but not limited to efforts to retrieve overdue library materials, in cases of theft or vandalism and the need to contact parents of school-aged children.

No staff member shall reveal the borrowing history of an individual except under the circumstances outlined herein.

### **2. LAWFUL REQUESTS**

All records concerning library users' borrowing history and computer use are confidential and will not be made available to any agency of the federal, state, county, or local governments or to any other person unless a court order or search warrant requiring disclosure has been entered by a court of competent jurisdiction or persons acting within the scope of their duties in the administration of the library.

The library is legally required to comply with information requests pursuant to the USA PATRIOT ACT (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act, P.L. 107-56, Oct 26, 2001) in providing information pursuant to this act or by other court order.

**Approved: January 22, 2024**