



# OPERATING POLICY

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## CONFIDENTIALITY OF LIBRARY RECORDS

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La Grange Public Library adheres to the Library Records Confidentiality Act (75 ILCS 70/1 et seq). Library records include registration records, circulation records and library materials or library services which the patron “uses” within the library. The Library Records Confidentiality Act clearly states that “except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.” Any court order or subpoena for library records must first be presented to the Library Director, or in the Library Director’s absence, to the Librarian-In-Charge of the building.

Library staff will cooperate with law enforcement officials as required by federal laws (such as the USA PATRIOT Act) and state law to allow access to library information and records within the scope of the court order or search warrant, while at the same time seeking to protect the privacy rights of library patrons in accordance with the Illinois Library Records Confidentiality Act (75ILCS 70/1-2) and other applicable federal and state privacy laws.

The Library Director will handle all requests to search Library records pursuant to a court order or search warrant. In the absence of the Director, the Librarian-In-Charge of the building will deal with the court order or search warrant and the rest of the procedures.

The Library Director will request identification from the law enforcement officials and record names, badge numbers, and agencies. The Library Director will also request the original or a copy of the court order or search warrant.

The Library Director will review the court order when served and will contact the Library Attorney for consultation concerning the scope of the court order and compliance procedures.

The Library Director will cooperate with law enforcement officials to help identify the library records/library information falling within the scope of the court order or search warrant. Access will not be provided to records beyond the scope of the court order or search warrant.

The Library Director will record all evidence of library information and library records viewed, copied, or removed from the Library pursuant to the court order or search warrant. The Director will keep the Library Board updated regarding any such records requests.

To assist law enforcement officials, a copy of this policy will be provided promptly to officials upon arrival at the Library.