

Confidentiality of Library Records

Mt. Zion District Library Personal Records Confidentiality Policy

Introduction

The Personal Records Confidentiality Policy is intended to present Mt. Zion District Library's policies regarding the information we collect about our library patrons and the safeguards that are in place to ensure your privacy. Laws governing confidentiality of library records can be found in the Illinois Compiled Statutes at 75ILCS 70/1. A copy of this law is available from the Library.

WHY personal information is collected

The library collects personal information in order to issue a library card to qualified district residents. Library cards are required in order to provide customers with library related services. We also use this data to provide you with information about the library on a regular basis. This information is housed on a secure server at the Illinois Heartland Library System (IHLS).

WHAT type of information is collected

- name
- address
- town and zip code
- phone number
- email address
- Illinois Driver's License number or state-issued ID
- Birthdate

WHO has access to this information

- only authorized library personnel in this institution
- authorized library personnel at other IHLS member libraries
- collection agencies or the library's legal counsel if necessary to collect a debt owed to the library
- all information is subject to subpoena by authorized law enforcement personnel

HOW LONG does the library keep this information

- library cards are issued for a 3-year period; expired cards and associated personal information are purged from the database once per year, unless the account is delinquent
- library cards may be renewed by the patron on or before the card's expiration date. Any changes in personal information will be updated at that time.

Use of email:

Mt. Zion District Library uses email whenever possible to communicate with its library customers to inform them of materials waiting for them at the library, overdue materials, and programs and services available to them. We do not share, sell or otherwise give out any email addresses to any third party.

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Mt. Zion District Library Policy and Procedures in Response to the USA Patriot Act of 2001

The Mt. Zion District Library (MTZDL) supports the President of the United States and congressional leaders in our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans.

Public libraries are facing a dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. This library recognizes the confidentiality of information sought or received and materials consulted, borrowed or acquired by a library user.

This library strives to create an environment that is:

- Crime free
- Safe
- Conducive to learning and pursuing knowledge and information on any topic

The library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The library will rely on existing laws and library policies to control behavior that involves public safety or criminal behavior.

About the USA Patriot Act of 2001

HR-3162 became Public Law 107-56 in response to the events of 9/11/2001. The full title is: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

Access to patron information may include, but is not limited to:

- Database Search Records
- Circulation Records
- Computer Use Records
- Inter-library Loan Records
- Reference Interviews