



SER 23

PRIVACY AND CONFIDENTIALITY POLICY

The Board of Library Trustees and staff of the Antioch Public Library District are committed to safeguarding the personal information that the library collects about its users. This Privacy and Confidentiality Policy explains the types of information that the Library collects and how it is used, while maintaining and protecting the privacy of the individual.

Illinois Library Records Confidentiality Act

The Library conforms to and enforces the Illinois Library Records Confidentiality Act. The Act states “The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make information contained in such records available to the public.” For the purposes of this policy, “public” is defined as any person other than the individual whose name is on a specific account. There are four exceptions to this restriction:

1. The parent or legal guardian of a child 16 years of age or younger may receive information contained in that child’s account.
2. Upon presentation of a lawful court order, the Library will release the specific information that is required by the order.
3. The USA PATRIOT Act gives authority to Federal agents to acquire information contained in a personal account. The act prohibits the Library from informing the cardholder, or any other individual, that information has been requested or given from their account.
4. The Library may use information contained in users’ accounts to conduct its business. This includes releasing, when necessary, to a collection agency to recover unreturned items or unpaid fines. The collection agency is also bound by law from releasing information to another party.

Type of Information Collected

APLD collects and maintains personal information for each user in two categories:

Permanent Data:

- Name
- Address
- Work and home telephone numbers
- Place of work
- Email address (optional)
- Birth year (minors under 16 years of age)



Temporary Data:

- Any items checked out to each account, including overdue material
- Any reserved material that has not been checked out
- Any unpaid fines or fee

When items are returned to the Library and checked in, the record of that loan is erased from the account, unless the account is overdue and the fines unpaid. Once the fine is paid and/or the item is returned the record is erased. The Library does not maintain a record of the items that individuals have borrowed.

Additional information that is collected includes registration for programs and sign-up data for computer usage. This information is used for statistical purposes only and is not retained for more than a few days.

Release of Information

There may be times when users would find it convenient if the Library were to release information in their account to another person. This would include sharing information with family members, or leaving specific titles on an answering machine when called about an item they have placed on hold. However, the Library does not assume the right or obligation to decide what information should be shared with which individual. The Library leaves this decision up to each user.

Individuals wishing to share information with others need to notify the Library in writing. This can be done by filling out and returning the attached form.

Individuals with questions or concerns about privacy information, or any other Library policy can contact the Library Director at 847-395-0874 or jdrinka@apld.info.



Release of Information Form Antioch Public Library District

Individuals wishing to share information with others need to notify the Library in writing. This can be done by printing the form below, filling it out and returning it to: Antioch Public Library District, 757 Main Street, Antioch, IL 60002

Individuals with questions or concerns about privacy information, or any other Library policy, can contact the Library Director, Jennifer Drinka at 847-395-0874 x9051 or jdrinka@apld.info

Name: _____

Date: _____

_____ Permission is granted to the Antioch Public Library District to release information and materials to other members, over the telephone or in person upon presentation of proper ID.

_____ Permission is granted to the Antioch Public Library District to use my email address for written notification. My e-mail address is _____

I understand that I can void this permission in writing at anytime.

Signature _____

Date: _____