



# MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • [www.mgpl.org](http://www.mgpl.org)

## Privacy and Confidentiality of Patron-Identifiable Information

The Morton Grove Public Library complies with all applicable laws governing privacy and confidentiality of patron records, including the Library Records Confidentiality Act (75 ILCS 70/), and follows the American and Illinois Library Associations' recommendations on protection of patrons' privacy and confidentiality.

The Library recognizes the responsibility to protect its patrons' intellectual freedoms by maintaining the confidentiality of all records and information concerning patrons' use of Library materials, facilities and services. Patron-identifiable information refers to information necessarily collected by the Library in print or digital form that links individual patrons to use of particular Library materials, facilities or services. Patron-identifiable information is considered confidential information.

To protect this information, Library staff will refuse to disclose any patron-identifiable information to anyone outside of the Library unless required to do so by a subpoena, court order, warrant or other process appropriate under the circumstances which is properly issued and authorized by federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Patron identifiable information may be disclosed to a collection agency and/or law firm used by the Library. The Library requires any third-party service provider's assurance that appropriate procedures are in place to prevent the unauthorized release of confidential information to others.

The [Library Records Confidentiality Act \(75 ILCS 70/\)](#) creates a narrow exception allowing releasing information without a court order in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent danger of physical harm, provided:

1. A sworn law enforcement officer represents to the Library it is impractical to get a court order as a result of an emergency; and
2. The officer has probable cause to believe there is imminent danger of physical harm; and
3. The information requested is limited to identifying a suspect, witness or victim of a crime; and
4. The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.

## **Privacy Statement**

In order to fulfill core library functions and gather statistics, the Library collects information pertaining to its website and subscription resources usage, such as IP address, browser type, domain names, access times, and other. The website usage information as well as e-mail addresses collected during a library card or event registration are for Library use only and are not sold or leased to any third parties.

The Library web site contains links to web sites and resources owned and operated by third parties, including premium online resources, which the Library has licensed for the use of patrons. While every attempt is made to include user information protections in license agreements with these third parties, we recommend that patrons review the privacy policies of any web site that they visit.

## **Records Retention**

The Library maintains records in compliance with the laws of the State of Illinois, and makes all practicable efforts to retain records containing patron identifiable information only to the extent necessary to fulfill core library functions.

Records kept by MGPL:

- Name, phone number, email, date of birth and physical address of Library cardholders.
- Any restrictions (such as for minors) on the cardholder's access.
- List of materials currently charged to the cardholder.
- Pending interlibrary loan requests and reserve requests made by the cardholder.
- Charges due from the cardholder for overdue or lost materials.

*Approved by the Morton Grove Public Library Board of Trustees February, 2015.*