

V. Confidentiality of Records

All records related to patron registration and circulation of materials are considered to be confidential in nature, in accordance with the Library Records Confidentiality Act (75 ILCS 70). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Authorized library staff may only provide information about a minor's fines and fees to the parent or legal guardian. Circulation information will not be provided.

Notices and bills are sent to patrons by postal mail and/or email. The library will make a good faith effort to maintain confidentiality. If the patron has requested notification by email, the library cannot be responsible for the security of email messages.

Requests for confidential information must be directed to the Director. Confidential information will not be released unless one of the following is true:

- The Director receives a court order directing the release of the information
- A sworn officer of the law represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The officer must complete the *Officer's Request for Confidential Information* (Appendix 9) and submit it to the Director.