



Confidentiality of Library Records

Purpose

The St. Charles Public Library District adheres to the Illinois Library Records Confidentiality Act (75 ILCS 70) which governs the use of confidential registration and circulation records of individuals.

Guidelines

Library staff will cooperate with law enforcement officials as required by federal and state law to allow access to library information and records while at the same time seeking to protect the privacy rights of library patrons.

The Library will cooperate with information requests made by sworn law enforcement officials under the following allowable circumstances.

- 1) When required to do so under a court order. Any court order or subpoena for library records must first be presented to the Director, or in the Director's absence, to the Manager-in-Charge. The Director will cooperate with law enforcement officials to help identify the library records/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 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.
- 2) When the information requested 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 information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. The requesting law enforcement officer must sign a copy of this policy to acknowledge that their request is in compliance with the law. The Library reserves the right to seek subsequent judicial review to assess whether the request is in compliance with the law.

Nothing in this policy shall be construed as a breach of confidentiality or a privacy violation if the Library provides information to a sworn law enforcement officer in compliance with sections 1 and 2. This policy does not prevent the Library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

Approved by Board:10/8/25