



# ZION-BENTON PUBLIC LIBRARY

## **Confidentiality Policy**

The Board of Trustees of the Zion-Benton Public Library District recognizes all people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

### **The Right to Privacy**

The Library is committed to protecting personally identifiable information. The Library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library users have the right to access their own borrowing information on the library's website or in person. In both instances, a library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

### **Confidentiality**

Illinois state law mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library and its resources, facilities and services. Confidentiality includes, but is not limited to, circulation of library books, periodicals and other materials, electronic resource searches, interlibrary loan transactions, reference requests and use of audio-visual materials. The library will not sell, lease or disclose confidential information to outside parties unless required to do so by law.

### **Information We Collect**

The types of personal information collected:

- Name
- Telephone number
- E-mail address
- Library barcode card number
- Date of birth
- Materials currently checked out or requested
- Overdue materials (until returned)
- Unpaid fines (until paid)



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## How We Safeguard Personal Information

In order to protect your personal information the library will:

- Avoid keeping unnecessary records.
- Remove the correlation between personal information and materials borrowed once these items are returned.
- Purge and shred outdated records.
- Have security procedures that protect against loss, destruction and unauthorized access to your information.
- Ensure that contracts and agreements with providers of electronic resources reflect our policies and legal obligations.
- Remove from computers after each use: cookies, search histories, cached files and other records of Internet use.
- Not collect personal information from individuals using public access computers in the library.
- Not collect personal information from individuals visiting the library website from home.

## Links to Other Sites

The Library website contains links to sites not maintained by the library. The Library is not responsible for the privacy practices of any other sites. The Library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

## Children's Privacy

The Library considers the privacy and safety of children to be very important. Personal information collected by the library is not shared with any other agency or organization.

## Library Bill of Rights

The Zion-Benton Public Library District is committed to the American Library Association's [Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy) and its Interpretations <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>. We adhere to the State of Illinois' [Library Records Confidentiality Act \(75 ILCS 70\)](#).