



# ZION-BENTON PUBLIC LIBRARY DISTRICT

2400 Gabriel Ave., Zion, IL 60099 • 847.872.4680 • [zblibrary.info](http://zblibrary.info)

## PRIVACY POLICY CARD

### **Patron Records Kept by the Zion-Benton Public Library**

- Name and address of all current registered card holders. This includes registered card holders in the Cooperative Computer Services (CCS) consortium.
- Any restrictions on a card holder's access.
- List of materials circulated to a card holder at the time, or within the past two years, if opted for by the patron.
- Pending interlibrary loan requests and reserve requests made by the patron.
- Charges due from patrons for overdue, lost, or damaged materials.

### **Patron Records Not Kept by the Zion-Benton Public Library**

- Information about past card holders who have no charges due to the Zion-Benton Public Library or to other Cooperative Computer Services consortium libraries.
- Logs or history of past materials circulated to a patron, for patrons who do not opt to record their checkout history (up to two years).
- Temporary files and records saved on patron-use computers (laptops and desktops). These are deleted as computers are rebooted periodically throughout the day.
- Records of e-mails. These may be obtained from a patron's internet service provider.

(OVER)



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## PRIVACY POLICY CARD

I am not authorized to accept any subpoenas, warrants, court orders, or other investigatory documents directed to the Zion-Benton Public Library or pertaining to library property.

I am not authorized to comply on behalf of the Zion-Benton Public Library with any investigatory request made by law enforcement or other government officers pertaining to any patron or user of the library, except that I am authorized to provide the following information to law enforcement officers:

- The name and description, if personally known to me, of any person who has committed, is committing, or threatens to commit a crime affecting library staff or members of the Board of Trustees, library patrons or users, or library property; and
- To the extent that I am witness to such crime, any other information relevant to the crime that is personally known by me.

In all other circumstances, I am authorized and required to immediately contact the Person-In-Charge to assist a law enforcement or other government officer regarding a patron or user of the library.

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