

## **CONFIDENTIALITY OF RECORDS**

The Galesburg Public Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Galesburg Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Galesburg Public Library does not make available lists of registered library patrons except in compliance with the law. Information related to a person's use of the library's materials and services (including information sought, materials used or Internet usage) is confidential. This aligns with the American Library Association's Code of Ethics, Principle III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." The principle of preserving confidentiality protects the intellectual freedom of library users.

To preserve patron privacy, library staff will abide by the following guidelines:

- Personal Identifying Information (PII) will not be printed or recorded unless necessary to serve the patron's needs.
- All documents with patrons' PII will be stored in a secure location and shredded once no longer needed
- Access to documents containing patrons' PII is limited to select staff

Adopted by the Galesburg Public Library

Board of Trustees: April 5, 2012

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