

Elmwood Park Public Library Confidentiality of Library Records

The Board of Trustees of the Elmwood Park Public Library adopts the following policy regarding confidentiality of library records.

1. This library's circulation records and other records identifying the names of its patrons are to be held in the strictest confidence.
2. The Library Director and all library employees shall not make these records available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
3. No information regarding a patron will be released until such time as a proper showing of good cause has been made in a court of competent jurisdiction and in this connection, upon receipt of a process, order or subpoena. The Board of Trustees of this library will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena, is not in proper form, or if good cause has not been shown, this Board will insist that such defects be corrected.

Policy Review and Revision

Elmwood Park Public Library Board of Trustees
will review this document at least biennially.

Approved and Adopted by Library Board, September 1988, February 2013