

Individuals wishing to share information with others need to notify the library and may do so by filling out the attached form and returning it, in person, to the Circulation Desk. Forms are also available at the Circulation Desk during library hours.

If a user or authorized agent is calling over the phone, we may ask for personal information (library card number, address, phone number or birthdate) to help us identify the user or authorized agent.

Individuals with questions or concerns about privacy information, or any other library policy, may contact the library at 847-223-5313 or access the library website at www.grayslake.info and find the form under Circulation > Patron Confidentiality.



Privacy & Confidentiality Policy

Name _____ Date _____

Library Card # _____

Permission is granted to the Grayslake Area Public Library District to release information and materials to the Authorized Agent(s) listed below, over the telephone or in person upon presentation of proper ID.

1. _____

2. _____

3. _____

4. _____

I understand that I can void this permission at anytime.

Signature _____



The Grayslake Area Public Library District Staff and Board of Trustees strive to protect each library user's right to privacy and confidentiality in compliance with **Illinois Library Records Confidentiality Act ILCS 70/1**.

Illinois Library Records Confidentiality Act ILCS 70/1 states:

- a. The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.
- b. This Section does not prevent a 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.
- c. For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

Some exceptions may apply.

- Upon presentation of a lawful court order, the library will release the specific information that is required by the order.
- The USA Patriot Act gives authority to Federal agents to acquire information contained in personal accounts. The act prohibits the library from informing the cardholder, or any other individual, that information has been requested or given from

their account.

- The library may use information contained in users' accounts to conduct its normal business.

TYPES OF INFORMATION COLLECTED

The Grayslake Area Public Library District collects and maintains personal information for each user in two categories:

Permanent Data:

- Name
- Address
- Contact phone numbers (cell, home, work)
- Email address (optional)
- Driver's license or State ID number (optional)
- Birth date
- Any paid fines or fees

Temporary Data:

- Any items checked out to each account, including overdue material
- Any reserved material that has not been checked out
- Any unpaid fines or fees

When items are returned to the library and checked in, the record of that loan is erased from the account unless the account is overdue and fines unpaid. The library does not maintain a history of the items that individuals have previously borrowed and returned, unless there were fines/fees associated with an item.

RELEASE OF INFORMATION

There may be times when library users would find it convenient if the library were to release information in their account to another person. The library has recently created a policy allowing a patron to give permission to others to access their account. The policy is as follows:

In accordance with the ILRC Act (75 ILCS 70/1-2), the library cannot give anyone access to a patron's library account. However, any resident, temporary resident, nonresident nontaxpayer or reciprocal borrower library card holder may give written permission for multiple other individuals

(Authorized Agent) access to their library account information, checkout, renew, or reserve materials, or to pay fines or fees. One such Authorized Agent's library card barcode or driver's license number may be added to the patron's account and the authorized agent may use that form of identification or the patron's library card for permitted purposes. All other Authorized Agents must use the patron's library card for permitted purposes. This policy does not apply to Nonresident Taxpayer library cards as use of those is restricted by law.

