

## **141 / General Policies**

### ***Record Keeping***

#### ***Introduction***

Privacy of personal information is an increasing concern of many Americans. Personal information about individuals has become a commodity, bought and sold by marketing concerns, as well as a tool of criminals who steal the identities of unwitting victims. Courts have found that certain law enforcement agencies have abused their powers to obtain personal information beyond their authority.

In an effort to minimize unreasonable intrusions and investigation of library patrons, and in light of the library's interest in preserving intellectual freedom and preventing self-censorship by patrons who fear that their interests may be misinterpreted or exploited, the library has adopted the following policy to reduce patron-identifiable information which may be obtained improperly and misused.

#### ***Record Keeping***

The library maintains records in compliance with the laws of the State of Illinois.

The library will make all practicable efforts to retain records containing patron-identifiable information only to the extent necessary to preserve library or public property or to fulfill other core library functions.

To the extent that such records are necessary, the library will strive to make them non-patron-identifiable or minimally patron-identifiable. Alternative methods for temporarily identifying patrons will be employed, when possible, including using beepers, numbered tickets, or partial patron numbers.

#### ***Staff Responsibilities***

All staff members shall review their own and their department's record keeping procedures to make them conform faithfully to this policy.

Any staff member who has any questions about this record keeping policy or believes any patron-identifiable information or record can be made to conform more faithfully to this policy, shall contact the Library Director.

Approved 08/27/2003