

## **Hudson Area Public Library**

### **Patron Privacy Policy**

**Revised and re-approved 09/13/2011 by HAPLD Board of Trustees; Revised and re-approved by HAPLD Board of Trustees 11/11/2014; Revised and re-approved 7/10/2018; revised & re-approved 12/14/2021**

#### **Library Cards**

1. All patrons must show a valid library card to check out materials.
2. Patrons must use their own library cards unless they have written permission from the cardholder, or the patron is under five years old.
3. If a patron has an active card but does not have it with them, the patron may show a picture ID.

#### **Patron Information**

1. Library staff will not share patron contact information (address, phone number, etc.) with anyone other than the patron.
2. Library staff will not reveal the materials patrons have checked out.
3. Library staff will not reveal materials a patron has used in the library.
4. Financial information on a patron's record (including fines, charges for lost books, etc.) will not be shared with others.
5. No personal information on a patron's record will be revealed except with written permission given by that patron to specific individuals.
6. Patron privacy extends to any patrons over the age of 14. Since a parent or guardian must sign to show their responsibility for patrons under 14, only a parent or guardian will be given access to the records of any patron 13 and younger.

#### **Reserve and Interlibrary Loan Materials**

1. Library staff will not reveal the titles of library items to family members or others when phoning or mailing cards to a patron's home.
2. Interlibrary loan and reserve requests will be kept confidential.

#### **Computer Use**

1. A patron's use of computer technology and the information accessed via the technology will be kept private unless the patron is under 14 and violates the Internet User Agreement.
2. Internet sign-in will be kept confidential.

*Patron privacy is a right guaranteed under the Library Records Confidentiality Act, 75 ILCS 70/1.*