

Aurora Free Library
POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Library's circulation records and any other records which identify and relate the name of library users with specific materials are confidential.

Whereas public access to library circulation records invades the privacy of the individual person, it is the policy of the Aurora Free Library to keep confidential those circulation records and any other records that identify the names, addresses or any other identifying details of library users.

Such records will not be released or used in any way for non-library purposes and will not be made available to any agency of state, federal, or local government except pursuant to a subpoena from a court of law or court order. **See Confidentiality Law below.**

CONFIDENTIALITY LAW

S 4509. **Library (circulation) records:** (Records related to the circulation of library materials) Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photo-copies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user pursuant to subpoena, court order or where otherwise required by statute.

Approved by the Board of Trustees on September 17, 2013.