

Wood Dale Public Library District Privacy Policy

The Wood Dale Public Library District complies with all applicable laws governing privacy and confidentiality of patron records, including the Library Records Confidentiality Act (75 ILCS 70/), and follows the American and Illinois Library Associations' recommendations on protection of patrons' privacy and confidentiality.

The Library recognizes the responsibility to protect its patrons' intellectual freedoms by maintaining the confidentiality of all records and information concerning patrons' use of Library materials, facilities, and services. Patron-identifiable information refers to information necessarily collected by the Library in print or digital form that links individual patrons to use of particular Library materials, facilities or services. Patron-identifiable information is considered confidential information.

To protect this information Library staff will refuse to disclose any patron-identifiable information to anyone outside of the Library unless required to do so by a subpoena, court order, warrant or other process appropriate under the circumstances which is properly issued and authorized by federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The [Library Records Confidentiality Act \(75 ILCS 70/\)](#) creates a narrow exception allowing release of information without a court order in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent danger of physical harm, provided:

1. A sworn law enforcement officer represents to the Library it is impractical to get a court order as a result of an emergency; and
2. The officer has probable cause to believe there is imminent danger of physical harm; and
3. The information requested is limited to identifying a suspect, witness or victim of a crime; and
4. The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.

Wood Dale Public Library and SWAN

The Wood Dale Public Library District is a member of SWAN (System Wide Automation Network). Formed in 1974, the consortium brings together 100 libraries in Illinois. The consortium consolidates services such as the integrated library system, a shared online public access catalog, online authentication services to third-party vendors, and patron account notification services. Third-party providers of services purchased by the consortium adhere to the SWAN Vendor Access Policy, which ensures patron privacy and security of patron data. View the [SWAN Patron Privacy Policy](#).

Library Website Privacy

In order to fulfill core library functions and gather statistics, the Library collects information pertaining to its website and subscription resources usage, such as IP address, browser type, domain names, and access times. The website usage information as well as e-mail addresses collected during a library card or event registration are for Library use only and are not sold or leased to any third parties.

Third Party Privacy

The Library web site contains links to web sites and resources owned and operated by third parties, including premium online resources, which the Library has licensed for the use of patrons. While every attempt is made to include user information protections in license agreements with these third parties, we recommend that patrons review the privacy policies of any web site that they visit. Patron identifiable information may be disclosed to a collection agency used by the Library. The Library requires any third-party service provider's assurance that appropriate procedures are in place to prevent the unauthorized release of confidential information to others.

Public Access Computers and Public Internet

The Wood Dale Public Library District attempts to maintain strict security on public access computers to prevent any personal information from being retained after a workstation has been rebooted. However, patrons should be aware that the Library cannot guarantee that every task completed on a public access computer is private. Information for patron printing purposes is retained temporarily until the completion of the print job or its expiration. The Library also offers a wireless network that allows patrons to connect to the Internet. Please be aware that data accessed and sent over the Library's wireless network is not encrypted. Computer and wireless network usage information is collected solely for Library statistical purposes and does not include patron identifiable information.

Wood Dale Public Library and Wood Dale School District #7

An intergovernmental agreement established by the Wood Dale Public Library and the Wood Dale School District #7 allows for strictly limited access to patron and student information. The agreement outlines privacy protection with both organizations abiding by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Illinois School Student Records Act (105 ILCS 10/1, et seq.) and the Illinois Library Records Confidentiality Act (75 ILCS 70).

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