Aurora Free Library
CONFIDENTIALITY OF LIBRARY RECORDS POLICY

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.

PROCEDURES FOR IMPLEMENTING
"POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS"

1. The library staff member receiving the request to examine or obtain information relating to circulation or registration records will immediately refer the person making the request to the Library Director who will explain the confidentiality policy.
2. If a subpoena or court order is presented, the Director will consult with the President of the Board of Trustees of the library to determine if such subpoena or order is in good form and if there is a showing of good cause for its issuance.
3. If the subpoena or court order is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or

the taking of his/her deposition and may require him/her to bring along certain designated circulation records) .
4. Any threats or unauthorized demands (i.e. those not supported by a process subpoena or court order) concerning circulation or registration records shall be reported to the President of the Board of Trustees of the library.
5. Any problems relating to the privacy of circulation and registration records which are not provided for above shall be referred to the President of the Board of Trustees of the library.
6. The President of the Board of Trustees of the library has the authority to seek legal guidance as necessary regarding these matters.

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

Reviewed and approved by the Board of Trustees on December 17, 2020.

Reviewed and approved by the Aurora Free Library Board of Trustees on October 15, 2026.