

Patron Confidentiality Policy

Adopted by the Hinckley Public Library District Board of Trustees

August 13, 2012

Revised 9/8/2014, 5/8/2017, 7/12/2021

CONFIDENTIALITY OF RECORDS

The Hinckley Public Library District abides by the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq.). This law mandates the confidentiality of all records containing personally identifiable information related to an individual's use of the library and its resources, facilities, and services. Confidentiality includes, but is not limited to, the circulation of library materials, interlibrary loan transactions, and reference requests. The library will not disclose confidential information to outside parties unless required to do so by law.

PUBLICATION OF PHOTOS/VIDEOS

The library reserves the right to take photos and video of program participants. Photos and video are for library use and may be used in publicity materials published on the library's website, Facebook page, print publications, newspapers, and additional uses the library deems necessary. Patrons who do not wish to be photographed or videotaped should notify staff.

PUBLICATION OF NAMES OF PRIZE WINNERS

The library reserves the right to use the names of prize winners in publicity materials published on the library's website, Facebook page, print publications, newspapers, and additional uses the library deems necessary. Any publication of names will include only the first name and first initial of the winner's surname. Patrons who do not wish to have their names publicized should notify staff.