

**ELIZABETH TITUS MEMORIAL LIBRARY
PRIVACY AND PATRIOT ACT POLICY**

The Elizabeth Titus Memorial Library strives to create a true library environment as a place for learning and the pursuit of knowledge on any subject. As a part of that objective, the library recognizes and seeks to protect the confidentiality of information sought or received and materials consulted or borrowed by a library user.

The Elizabeth Titus Memorial Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Elizabeth Titus Memorial Library does not make available the records of patron transactions to any party except in compliance with the law. The Elizabeth Titus Memorial Library does not make available lists of registered library patrons except in compliance with the law.

The Patriot Act expands in some respects governmental access to the material used by library patrons. To ensure that the library complies with any proper request for information and also appropriately preserves the confidentiality of library use, staff members contacted by law enforcement officials for information should immediately refer that official to the library director. The library director should request proper identification and immediately refer any legal documents, such as subpoenas or search warrants to the library's legal counsel.

Approved by the Board of Trustees 25th day of May, 2004.



Dave Leslie, President



Kathy Wood, Secretary