

Meadville Lombard Theological School Wiggin Library Privacy Policy

The Wiggin Library is committed to patron privacy, and complies with all state and federal laws regarding library records. We commit to all professional standards regarding patron privacy, as embodied by section III of the American Library Association (ALA) Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

The Library will not share information about individual users or the library resources or services they consult. This applies to all users, formats, and delivery methods, as well as to all services offered by the Library. To support this goal, the Library will make all efforts to collect only the necessary information to provide users with their needed resources.

Because most of the Wiggin Library's circulation is done through the mail, additional electronic records of requests for library materials will be created and may not be regularly destroyed. Users may opt to make their requests for material over the phone, rather than through email. The Library will make every effort to comply with the wishes of those users who prefer more secure methods of requesting library materials and services.

User data may be retained for a reasonable period of time, but the library will neither collect nor retain identifying information beyond that which is required by law. User data will only be retained as long as it is needed to provide a specific service (i.e., lending a book), except in cases covered by public records laws. All information compiled during the course of library business is considered confidential, and will only be shared among Library units to provide services for library users.

The Library encourages all users to be informed about their privacy rights. The Library encourages users to talk to members of the Library staff for more information about the importance of privacy in the digital age, or visit the website for [Choose Privacy Week](#).

Illinois Library Records Confidentiality Act (75 ILCS 70/)

The [Illinois Library Records Confidentiality Act \(75 ILCS 70/\)](#), effective January 1, 1984, states, "The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public." In compliance with this Act, the Library ensures that each patron's registration and circulation records are private. The Act also protects that information, by requiring that any requests for sensitive patron information (including by law enforcement or government officials) be accompanied by a court order and presented to the proper administrative office.