

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Confidentiality of Library Records

APPROVED BY: Library Senate 6/28/90

EFFECTIVE: 6/28/90

REVISION DATES: 9/04; 8/08

Definition

For NIU Libraries, a library user record is understood to be a record of information kept by a library that identifies a person as having requested or obtained specific materials or services.

Policy

All information contained in Northern Illinois University Library user records is considered confidential. An individual's rights to privacy are protected under the principles of confidentiality of library records as covered in the following documents:

American Library Association. *Policy on Confidentiality of Library Records*. Chicago: American Library Association, 1986.

<http://www.ala.org/ala/oif/statementspols/otherpolicies/policyconfidentiality.cfm>.

American Library Association. *Statement on Professional Ethics*. Chicago: American Library Association, 1981.

<http://www.ala.org/ala/oif/statementspols/codeofethics/coehistory/1981code.pdf>.

State of Illinois. Library Records Confidentiality Act. Public Act 095-0040, effective January 1, 2008.

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0040>.

Student Records. In *Regulations of the Board of Trustees*.

<http://www.niu.edu/board/regs/sectionIV.shtml>.

All requests for information contained in NIU Libraries user records should be referred to the Dean of University Libraries.