

Heartland Community College Library Confidentiality Form

As an employee of Heartland Community College Library I understand that I will be working with sensitive and confidential information. I understand that what I learn in the library about College students and staff must remain in this library and is not to be discussed with anyone else.

I understand that I cannot access confidential information for any reason other than what I have been authorized to do by my supervisor. I understand that a person's library records fall under the Illinois Library Records Confidentiality Act and that I cannot release any library record to anyone other than the person identified in that record. Furthermore, I understand I must verify patron identity before releasing their personal records to them. I understand that any request from a third party for patron information will be referred to the Library Director. I agree to be diligent in the shredding of all waste documents that contain personal information.

I have read Heartland Community College Library's Confidentiality Policy.

I understand that any violation of confidentiality can be grounds for immediate dismissal.

Signature

Date

Heartland Community College Library Confidentiality Policy

"In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others"

--Illinois Library Association

In accordance with Illinois law, all library records relating to an individual patron and his/her use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order or otherwise as required by law. Such disclosure may be made only by the Library Director in consultation with appropriate College authorities.

Individuals may visit and use the Library's web site at anytime without telling the Library who they are or revealing any information about themselves. This statement applies to all portions of the Library's web site except those restricted to HCC students, faculty, and staff by license agreement or copyright law.

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