

Privacy & Confidentiality Policy

Wabasso Public Library

Purpose

The Wabasso Public Library considers the privacy of its patrons to be of great importance. This policy seeks to integrate, in a succinct manner, the legal/ethical frameworks that address the subject of library record confidentiality. It presents the commonalities of these frameworks, and clarifies the exceptions, to create a basic context that employees of the Wabasso Library should be aware of, and respect.

General

Under the U.S. Privacy Act, and the American Library Association's Bill of Rights, U.S. citizens are and ought to be protected from violations of privacy including all library records, registration information, current and past circulation histories, and overdue history. The Privacy Act applies to all adult card holders 14 years and older. To a degree, child cardholders are exempt from this because of the contractual nature of the library card, and the fact that a parent/legal guardian must sign for child's card.

The Wabasso Public Library also abides by Minnesota Statutes as it relates to the confidentiality of library records:

Minnesota Statutes § 13.40. Library and historical data

Subd. 2. Private data; library borrowers.

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Expectations for Library Staff

All public library records containing personally identifiable information are confidential. This extends to other forms of information, such as the patron's requests for information and materials, the online sites and resources they access, and their loan transactions.

Staff members and volunteers shall protect information about library patrons, and such information will not be transmitted to individuals or to any private or public agency without an

Privacy & Confidentiality Policy

Wabasso Public Library

order from a court or as otherwise required by law. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn seek legal advice before complying with the order.

- **Exception #1** Acts by library employees in maintaining the records within an integrated library system are not violations of this policy, or the law.
- **Exception #2** A parent/legal guardian of a child who is under 14 years of age may request information relating to the payment of fines, fees, etc. They may also request to see what the child has currently checked out for purposes of satisfying their parental responsibility.
- **Exception #3** Fine totals may be given to other family members if library staff feel that the intent is to pay those fines.
- **Exception #4** Library staff may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron.

Approved 10-05-2021