



# Saint Martin's UNIVERSITY

## **Privacy/Confidentiality of Library Records Policy**

O'Grady Library acknowledges:

- Library records are not to be shared to anyone other than the patron in question. Exceptions occur only when express written permission is given by the patron, or through adherence to proper legal and university procedures regarding required access to information.
- Library employees will only keep records with personally identifiable information as necessary for library work, and will destroy such records when they are no longer needed.
- Library records will be consulted by library employees only for legitimate purposes such as locating library materials, processing library fines, adding or removing names from the database, or investigating potential violations of library circulation policies, including but not limited to:
  - Patrons with issues on their library account such as incorrect expiration dates or contact information.
  - Patrons with outstanding library costs that have been applied to student accounts.
- This list contains examples but is not exhaustive.

For administrative purposes, the library does gather system and resource use data. However, personal information is not included when compiling reports on use of the systems and resources available. Only library staff are given access to personal data stored in library systems, and this data is only used to perform library work. We will not disclose personal data to any other party unless required by law, and then only when a court order in proper form has been entered by a court of competent jurisdiction.



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O'Grady Library at Saint Martin's University supports user privacy in the following way: observes ALA Code of Ethics, where the Library "protects each library user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed, acquired or transmitted." In accordance with federal and Washington State law (ARCW § 42.17.210), library records that contain personally identifiable information about library users and library material that is borrowed, requested or viewed are considered to be confidential in nature.

*Approved 19 May 2020.*

*Faculty Library Committee*