

AUSTIN PUBLIC LIBRARY DATA PRIVACY POLICY

COMMITMENT TO PRIVACY

The Austin Public Library and its employees will safeguard data collected, maintained, used or disseminated by the library. The Austin Public Library will treat information on library borrowers as private data that may not be disclosed for other than library purposes except pursuant to a court order.

DEFINITIONS

According to the Minnesota Data Practices Act [MN Statutes §13.40, subd. 2 – Private Data for Library Borrowers], the following data is private and may not be disclosed for other than library purposes except pursuant to a court order:

1. Data linking 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.
All Austin Public Library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

RELEASING MATERIALS TO A PERSON OTHER THAN THE PATRON

The Austin Public Library releases reserved materials to a patron's family member or other person who is picking up the item(s) on behalf of the patron, as long as the person has the patron's library card. A patron may request that reserved materials be released to a specific person without presenting the patron's library card; such requests are noted on the patron's record in the Horizon system.

EMPLOYEE COMMITMENT TO DATA PRIVACY

The Library Director is responsible for assuring compliance with the Data Privacy Policy among all employees of the Austin Public Library, and will retain a signed Acknowledgement from each employee in regards to the Data Privacy Policy.

Last Reviewed: April 2019
Adopted: April 2012

**AUSTIN PUBLIC LIBRARY
DATA PRIVACY POLICY
EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT**

Employee Commitment to Data Privacy

I have read the above policy, and I agree to its terms. I acknowledge that failure to follow these rules of conduct may result in disciplinary action up to and including dismissal.

Employee Name (please print):

Employee Signature

Date