



Borrower Data Privacy

Status: Current
Reviewed April 2021
Revised: April 2018

A. Commitment to Privacy

SELCO and its employees will safeguard data collected, maintained, used or disseminated by a library. SELCO 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. Library purposes may include other libraries or vendors with whom SELCO contracts for specific library services.

B. Definitions

According to the Minnesota Data Practices Act [MN Statutes §13.40, subd. 2 - Private Data; 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 linking 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 or borrower records other than the name of the borrower.

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

C. Releasing Materials to a Person other than the Patron

The Minnesota Data Practices Act [MN Statutes section 13.40 subd. 2 - Private Data; Library Borrowers] states the following with regards to materials requested by and held for a specific patron: SELCO 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.

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 Signature

Date

