Lanesboro Public Library
Patron Data Privacy Policy

Purpose
Privacy has long been established as a fundamental operating principle for libraries. The purpose of this policy is to communicate Lanesboro Public Library's role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

Principles

1. We value and advocate for patron privacy and confidentiality.
2. We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
3. We recognize that networked and digitized environments create new and ongoing challenges to safeguard personal data.
4. We expect the Library to employ responsible and transparent data practices and stay abreast of developments in the field to maintain patron data privacy standards in a rapidly evolving world.

Definition and Scope

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statues, and City of Lanesboro data governance policies and procedures.
Patron data includes but is not limited to information associated with borrowing library materials and requesting information, using library computers, and wireless services, reserving library meeting space and accessing items that may be downloaded and other resources via third party vendors.

Public Data
In the State of Minnesota, all government data including patron data is public unless it has been classified otherwise by state or federal law.

Private Patron Data
The following patron data collected and maintained by Lanesboro Public Library (or those working under contract for the library) is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed.
2. Data that links a person's name with a specific subject about which the patron has requested.
3. All data (other than the name of the applicant) provided as a part of a library card application.

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Circumstances when private data may be released:

1. Patrons may access the data that is about themselves.
2. A library may release reserved material 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 material be released only to the patron.
3. Private data may be disclosed to a parent or a guardian of a minor or vulnerable adult. In the case of a minor, the library staff, upon request by the minor, shall withhold data from the parents or guardians if the library determines that holding the data would be in the best interest of the minor. Minnesota Administrative rules 1205.0500 outlines the access procedures for a parent or guardian.
4. The library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act. (See also Minnesota Statutes §§ 13.02, 13.05, 13.40 and USA PATRIOT Act Section 215).

Collecting and Retaining Patron Data
The Library collects and retains patron data which is:

1. Necessary for the provision and management of library services.
2. Needed to provide options in library services that are desired by library patrons.
3. Required by Federal Law.

The Library informs patrons of the necessity, purpose and intended use of requested data. It maintains data retention schedules and conducts regular data privacy audits.

Networked and Digitized Library Environment
The Library provides access to the internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patron visit, documents they produce, transactions they make or emails they create or view.
Patron library card numbers, the location and time of patron logins are collected to manage themselves queues for using library computers. For wireless connections, the data and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time.
The library's collection is also a part of the network, digitized library environment. Patrons increasingly borrow library material by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron privacy.

Handling and Disclosing Patron Data

Library staff and volunteers handle patron data in accordance with library administrative policy.
Patron data that is public may be requested under Minnesota Data Practices Act.
The Library follows county procedures and responds to written data request in a timely way.
Patron data that is private will not be disclosed except under the circumstances detailed under the "private patron data" section (above). The process for responding to request for private patron data is detailed in library administrative policy.
The Library does not give, share, sell, or transfer patron data for commercial purposes.

Roles and Responsibilities
The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county-wide policies.
Library staff and volunteers follow the Code of Ethics of the American Library Association and protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted.
Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account settings, familiarize themselves with the privacy policies of third-party vendors they access and be aware that Library cannot protect the privacy data that is transmitted to third parties via the internet.

Associated Policies and Laws
This policy is subject to all federal, state, and local laws and policies including but not limited to:

American Library Association Code of Ethics
City of Lanesboro Data Practices Policy
City of Lanesboro Data Practices Requests
Minnesota Government Data Practices Act
Minnesota Administrative Rules 1205.0500 Access to Private Data Concerning data Subjects Who are Minors
Unites states Children Online Privacy Protection Act
United States Electronic Communications Privacy Act
United States USA PATRIOT Act

Periodic Review
This policy is reviewed by the Library Director (or designated individual) and the Library's legal counsel every four years or more frequently as needed. The Library Board reviews and revises as necessary.