

## DATA PRIVACY OF LIBRARY RECORDS

**PURPOSE:** To clearly state the library's policy for maintaining the privacy of library records as supported by the ~~MN Statute Statute 13.40~~ Minnesota Government Data Practices Act.

**GUIDELINES:** According to ~~the Minnesota Data Practices Act (MN Statutes Chapter 13.40 and 13.401, subdivision 2—Private Data for Library Borrowers)~~, the following data maintained by the library are ~~is~~ private and may not be disclosed for other than library purposes except pursuant to a court order:

1. Data that link the ~~names of library users with specific~~ library patron's name with materials requested or borrowed, or with ~~subjects about which the patron has requested information or materials~~ either requested or borrowed, and
2. Data in applications for borrower cards supplied by patrons when they apply for a card, other than the name of the borrower.

Formatted: Font: Bahnschrift

~~All Library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures of legislative investigatory power.~~

~~The Library will resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.~~

~~The Minnesota Data Practices Act (MN Statutes chapter 13.40, subdivision 2—Private Data for Library Borrowers) states the following with regards to materials requested by and held for a specific patron: T~~he 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.

Patrons making inquiries need to provide the library barcode number as proof of identification. Private information will not be given without a valid barcode number.

A parent of guardian who lives in the same household may have access to a minor's record unless the minor has asked that the information not be released.

Formatted: Highlight

~~The library does not retain borrowing records after the item has been returned. Records of all library transactions are deleted when library materials are returned on time.~~

Adopted: 7/1/2008

Revised: 5/14/2008, 10/7/2020, xx/xx/2025