

## Cook Public Library

### Confidentiality of User Records and Privacy Policy

Adopted and Approved by the Library Board September 2, 2015

The Cook Public Library will safeguard data collected, maintained, used or disseminated by the library. Library staff, paid and unpaid, will treat information on library borrowers as private data that may not be disclosed for other than library purposes except through court order.

In accordance with [Minnesota Statute §13.40, subd 2](#), the following data is *private and may not be disclosed for other than library purposes except pursuant to a court order*:

1. *Data that link 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.*

Exceptions may be made under the following circumstances:

1. Private data may be disclosed to a parent or guardian of a minor or incapacitated person. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. ([Minnesota Statutes §13.02, subd. 8 & 12](#))
2. Items on hold for patrons may be released 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. ([Minnesota Statutes §13.40, subd. 2\(b\)](#))

The Library Director (or designee) will establish an administrative policy that delineates staff roles and responsibilities for disclosing private data under these circumstances and will ensure staff and volunteer training mechanisms are in place to comply with the law and protect patron privacy.

Library patrons have the responsibility to safeguard their personal privacy by reporting lost library cards.