

SCOTT COUNTY LIBRARY SYSTEM

Board motion: 960513

revised: June 2004

DATA PRIVACY

1. MN Statute, Section 13. 40: 2 of the Minnesota Data Practices Act indicates that data linking a library customer's name with requested or borrower materials, information requested regarding a specific subject and the information on an application for a library card, other than the name, is private data. Such information cannot be disclosed for other than library purposes, unless a court order has been obtained.
2. This applies to the Scott County Library System staff as follows:
 - A. Staff is not to talk to another customer or other staff about what one customer has checked out or requested.
 - B. Staff may disclose the nature of borrowed materials or patron information to a customer over the phone or at the library, provided that the customer has proper identification. i.e., library card number or driver's license.
 - C. The Statute authorizes that a parent or guardian may have access to information on what is checked out and requested, provided that the minor has not indicated a preference regarding release of information. (a minor would have to indicate to us that this information not be released - which will be noted in their record)
 - D. An exception to the Data Privacy Law was enacted by the 1996 legislature that allows a public library to release reserved materials to a family member or other person who resides with a library customer and who is picking up the material on behalf of the customer. Staff may therefore give requested material to husband, wife, child or anyone else living in the household. (A customer would have to indicate to us that reserved materials be released only to the customer.)
 - E. When an employee is out ill or hospitalized, supervisors may share this type of information with others who have "a need to know" for planning purposes, etc. An immediate supervisor will inform the next level of supervision and on up the chain of command. Coworkers can be informed an employee is "out ill" but specific details regarding an employee's condition should not be disclosed unless you specifically have the employee's permission to share this information.
 - F. Sharing an employee's phone number or home address is also a violation of data practices. If an employee is out ill and you are asked for an address/phone number, refer the requestor to the phone book and explain that for data privacy purposes, you are not at liberty to release this information.