

## Aurora Public Library Privacy Statement

### MINNESOTA STATE LAW

Minnesota State law contains provisions to protect the privacy of library patrons. Statute 13.40 states that:

Section 1, section (b) “Data collection, maintained, used, or disseminated by a library or historical records repository operated by a government entity shall be administered in accordance with the provisions of this chapter.”

Subdivision 2. “Private data; library borrowers. (a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals 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.

(b) A 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.”

Statute 13.02 further states that an individual, in the case of a minor, “includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.”

### AURORA PRIVACY POLICIES

Aurora Public Library fully complies with state law and seeks to protect the privacy of its patrons. In keeping with privacy policy:

- Aurora Public Library does not collect any personal information from patrons beyond that needed to identify and contact individuals wishing to obtain borrowing privileges or information needed to respond to a reference question.
- Aurora Public Library does not disclose or share collected patron information with any entity or individual other than Arrowhead Library system member libraries and outside libraries or agencies involved in the collection of outstanding library materials, fines, or fees unless compelled to do so by a court order or under provisions of the USA Patriot Act.
- Individuals who use library services that require the collection of personally identifiable information are entitled to view and update their information. Borrowers wishing to do so may be asked to provide identity verification.

- Borrowers who wish to terminate their library card will have their personal data deleted immediately upon request once all outstanding loans, fines, and fees are resolved.
- Information regarding past account activity, including holds filled and fines/fees resolved, is routinely kept for a maximum of 365 days, reflecting a system-wide parameter. Links between patron records and items returned before their due date are removed within 180 days of an item's return. Information regarding resolved holds and fines will be immediately manually deleted upon request.
- Aurora Public Library and the Arrowhead Library System take reasonable steps and maintain up-to-date technology to protect borrower data from viewing or theft by any outside agencies or individuals.
- Users of the library internet computers should be aware that cookies (small files sent to the browser by a web site each time that site is visited) can transmit information to the web site being visited. The library deletes all such cookies on a regular basis.
- Logs of patrons using the internet are maintained for statistical purposes only and are routinely shredded within 40 days.
- Titles of requested or checked out items will not be released over the telephone to anyone but the requesting patron.

Adopted by the Aurora Public Library Board: August 12, 2009;  
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