

## UIW Libraries – Confidentiality and Privacy Statement

This policy concerns the privacy of information about a patron's use of information, circulation record, and other information that links a library user with their use of specific materials or services. This information is considered private and confidential to the user. Only employees of the university who have a need for this information in order to perform their duties have access to this information. Library employees may not release the names of library users who are currently making use of or who have used library resources or services in the past. Exceptions are made only upon court order, subpoena, or warrant. Exceptions are also made when deemed necessary by University officials for internal investigations as this purpose falls under the performance of duties. The UIW Libraries endorse and follow the guidelines of the [American Library Association's Library Bill of Rights](#).

The Office of General Counsel serves as the liaison with judicial and law enforcement authorities in matters regarding official records of the University. A member of the library staff may not release information except to the Office of General Counsel, except in the case of an immediately executable warrant which must first be reported to the General Counsel to verify authenticity. Requests for information of this nature made by individuals or organizations will be referred to the Office of General Counsel.

### **The USA Patriot Act**

Under provisions of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), et seq., the Federal Bureau of Investigation (FBI) and other law enforcement officials may seek court orders for library records for investigations relevant to national security or terrorism. Libraries or library staff served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Borrowers cannot be told that their records were given to law enforcement agencies or that they were the subject of FBI investigations.

The UIW Libraries has an integrated system that maintains the minimum number of records necessary to maintain operations. As an example, when a user logs off a library computer, the library does not retain information that connects the user to activities performed during the session. When a library user returns materials to a UIW library, if no fines or fees are assessed, all information related to the transaction is deleted from the system.

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This statement is subject to change without notice.