



## 11.01 PRIVACY AND CONFIDENTIALITY POLICY LIBRARY

**Enabling Legislation:** R2012-070

**Date Adopted:** 09/17/96

**Revised:** 11/09/11, 09/11/24, 05/14/2025

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### **Definition and Scope**

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to [federal law](#), [Minnesota state statutes](#), and [City of Northfield data governance policy and procedures](#).

Patron data includes, but is not limited to, patron information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, and accessing downloadable content and other resources via third party vendors.

### **Public Data**

In the state of Minnesota, all government data is public unless it has been classified otherwise by statute or federal law.

### **Private Patron Data**

The following patron data collected and maintained by the Northfield Public Library is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested
3. All data (other than the name of the applicant) provided as a part of a library card application

Circumstances when private data may be released:

1. Patrons may access data about themselves.
2. A library may release held materials to a family member or other person who resides with a library patron or who has the patron's library card as



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permission to pick up their items. Patrons may request that their holds be released only to themselves.

3. Private data may be disclosed to a parent or guardian of a minor or the legal guardian of a vulnerable adult. 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 Administrative Rules 1205.0500](#) outlines the access procedures for a parent or guardian.
4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

### **Handling and Disclosing Patron Data**

Only authorized library staff shall have access to patron data stored in the SELCO database for the sole purpose of performing library work. Except when required by law or to fulfill an individual user's service request, the library will not disclose any personal data collected from patrons. The library follows [City of Northfield data practices policy](#) and responds to written public data requests in a timely way.

The library does not give, share, sell, or transfer patron data for commercial purposes.

### **Third Party Security**

When connecting to resources outside the library's direct control, the only information released is that which authenticates users as valid card holders of the Northfield Public Library. The library is not responsible for protecting personal information gathered by outside websites.

### **Compliance**



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Only the Director of Library Services or designee is authorized to receive or comply with requests from law enforcement officers. The Director of Library Services will contact legal counsel to review all requests from law enforcement. Library records will not be made available to any agency of the state, federal, or local government unless the library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance.