



## **Barberton Public Library**

### **Personal Information Policy**

The Barberton Public Library ("BPL") recognizes that library records and customer information are confidential. Library records are defined as a record in any form that is maintained by the Library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use Library services or borrow materials;
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject;
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual and that is retained for the purpose of studying or evaluating the use of the Library is not considered confidential and is not subject to this policy.

Under Ohio law, library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual, except as pursuant to the following:

- For the records of minor children when requested by parents, guardians, or custodians;
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances;
- At the written request or with the written consent of the individual who is the subject of the record or information;
- For library administrative purposes as defined by Ohio Revised Code § 149.432.

The Cleveland Public Library is a local agency that owns and maintains a computerized Integrated Library System ("ILS") containing personal information about CLEVNET library customers provided by CLEVNET Contract Libraries. The BPL is a CLEVNET Contract Library and will abide by the "Personal Information Rules for the CLEVNET System" attached to this policy. The ILS is a personal information system that is part of a combination of systems as defined in Ohio Revised Code § 1347.01. The purpose of the ILS

is to provide information necessary to manage the circulation of BPL materials (and other CLEVNET Contract Library materials) in accordance with the local circulation policies. The collection of customer personal information is necessary in order to, among other things, identify persons who borrow library materials, and to notify these persons of the status of borrowed materials and alert them of the availability of library materials.

Customer personal information will only be used as necessary and relevant to the performance of a lawful function of the CLEVNET Contract Library.

Other agencies and organizations that have access to ILS information include all CLEVNET Contract Libraries and satellite library collections located at Cleveland State University, Case Western Reserve University, Cuyahoga County Community College and John Carroll University libraries.

BPL requires certain relevant personal information be provided by persons applying for and having a library card through BPL. This information includes:

- First and last name
- Address
- Phone number and/or cell phone number
- Email address (optional)
- Date of birth
- State identification number (for adults over 18 years of age)
- Name and date of birth of parent or guardian for juveniles
- Restrictions on borrowing library materials (if any)

BPL designates the Customer Services Manager, under the supervision of the Library Director, as having the responsibility to monitor and maintain the accuracy, relevance, timeliness and completeness of the personal information in the ILS as it pertains to BPL. Access to customer personal information contained in the ILS is limited to those employees who have a legitimate and authorized work-related purpose. Any employee who engages in the unauthorized use or release of personal information contained in the ILS will be disciplined in accordance with BPL policy which may include termination of employment and/or criminal prosecution.

BPL will promptly notify CPL's Director of Technology and CLEVNET of any breach of security in the ILS if personal information was, or reasonably is believed to have been, accessed and acquired by an unauthorized person and if the access and acquisition by the unauthorized person causes or reasonably is believed will cause a material risk of identity theft or other fraud to any Ohio resident.

CPL's Director of Technology and CLEVNET shall promptly provide notification in an expeditious manner to BPL of a breach of security in the system, if the personal information provided by BPL was, or reasonably is believed to have been, accessed and acquired by an unauthorized person and if the access

and acquisition by the unauthorized person causes or reasonably is believed will cause a material risk of identity theft or other fraud to an Ohio resident.

*All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.*

Adopted by the Board of Trustees, February 28, 2008 as "Privacy Policy."  
Revised September 28, 2012, and retitled "Personal Information Policy."  
Revised July 25, 2013.