

# Privacy Statement

The Carleton College and St. Olaf College libraries (the Bridge Libraries) believe that privacy is vital to intellectual freedom. Pursuit of knowledge without restriction or fear of scrutiny is paramount to our libraries' missions, and we are committed to protecting the privacy of all users in accordance with the American Library Association's [code of ethics](#). Both staff and student employees are trained to protect users' privacy and, except as noted in this policy, will not share any information with any other person or organization outside of the Bridge Libraries.

We also encourage users to learn more about digital privacy, starting with these resources:

- EFF Surveillance Self Defense <https://ssd.eff.org/>
- Security Planner <https://www.securityplanner.org/>

## Storage & Use of Personal Information

To provide library services we sometimes require personally identifiable information. These services include loan and interlibrary loan operations, requests for materials, personalization features of Catalyst, and research consultations. Some of this information may be stored in our library system software or in record keeping and statistical software; we are committed to protecting your privacy to the greatest extent possible within each college's institutional policies and practices.

Federal, state, and local law and the privacy policies of our vendors and partners (including campus IT services) may supersede our library policies. These are outlined below.

## Family Educational Rights and Privacy Act (FERPA)

The [Family Educational Rights and Privacy Act \(FERPA\)](#) protects the privacy of students' educational records, including student library financial records. The Bridge Libraries ensure compliance with FERPA by not disclosing information about a student's record to any third party, including parents, personnel in other academic departments, or other individuals, except by court order, during the student's lifetime or if a death date cannot be confirmed, at least 80 years has passed since the record was created.

## USA PATRIOT Act

The Bridge Libraries may be obligated to release library records to federal law enforcement agents in response to a search warrant or subpoena issued in accordance with the Foreign Intelligence Surveillance Act, 50 USC 1861, as amended by the USA PATRIOT Act (Public Law 107-56 [link]). This law prohibits library staff from informing the user that such a request has been received. Any such law enforcement inquiries are referred directly to library administrators.

## Vendors and Partners

Campus IT services supply and support many library technologies, such as computers and printers. These are governed by the IT privacy policies of [Carleton](#) and St. Olaf.

The Bridge Libraries collaborate with other campus offices to provide student academic services. Subject to the guidelines and approval of appropriate administrative offices (such as the Institutional Review Board), the Bridge Libraries may share data with these campus partners.

We also contract with commercial vendors to provide our users access to electronic sources and tools. Although we do not share information about individual library users with these vendors, we may require you to authenticate yourself as a member of the St. Olaf or Carleton communities. When this is required, we only share the information that authorizes you to use the service (i.e., that your IP address falls within the range of IP addresses defined in our contract), not your personally identifiable information.

The businesses that provide our research tools may give you the option to create an account within their systems. If you choose to create a user account, your personal information will be governed by their privacy policies and terms of service. Most websites provide privacy policies and information in the “about us” or “terms of service” pages.

If you have any questions or need help locating vendor privacy information please contact a librarian.

## Linkography

20 U.S. Code § 1232g - Family educational and privacy rights. (n.d.). Retrieved February 28, 2018, from <https://www.law.cornell.edu/uscode/text/20/1232g>

Professional Ethics. (2017, May 19). Retrieved February 28, 2018, from <http://www.ala.org/tools/ethics>

Sensenbrenner, F. (2001, October 26). H.R.3162 - 107th Congress (2001-2002): Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001. Retrieved February 28, 2018, from <https://www.congress.gov/bill/107th-congress/house-bill/3162>