

VILLAGE OF MARWAYNE LIBRARY BOARD

Confidentiality of User Records Policy

Village of Marwayne Library Board and its board and staff are subject to the *Libraries Act and Freedom of Information and Protection of Privacy Act* (FOIP).

- A. No records are kept of the frequency or content of visits to the library by specific patrons.
- B. No records are kept of a cardholder's item checkout history, unless the cardholder has given written permission for this record to be kept. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in points C and G.
- C. Library staff, board members, and volunteers will not disclose a patron's personal information to a third party without the individual's consent, except:
 - in response to a subpoena, court order or another specific written request from a law enforcement agency to assist in an investigation
 - in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements, TAL Card, ME Libraries), collecting fees or fines, and retrieving borrowed materials.
 - for the purpose of contacting next of kin or emergency response personnel in the case of an emergency
- D. Cardholders will sign a form acknowledging that their contact information will be available to other organizations for these purposes. [See attached.]
- E. No patron information, including their presence in the library, will be given over the phone.
- F. Staff and volunteers are to keep confidential the reading and viewing habits of individual patrons.
- G. Upon request, a library patron will be given access to all information concerning their records that the library has on file. Access to a user's records is limited to that user except where the user is a minor, or if the user has given written permission for someone else to access their records. Where a parent or guardian's signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.

Application for TRAC / TAL Card

For Library Use Only



Barcode

Name

Permanent Address

2nd Street or P.O. Box

City

Province

Postal Code

Home Phone

Cell Phone

Cell Phone Provider:
(For text notifications, if desired)

E-mail Address (for holds & overdue notices: saves us postage costs)

Home Municipality

Gender: ☐ Male ☐ Female

Date of Birth / /
Day Month Year

Parent / Guardian if applicable

Temporary Address (for summer villages)

City

Province

Postal Code

ID SHOWN

- ☐ Driver's License
☐ Health Care Card
☐ Other _____

P-Code _____

- ☐ Print Disabled
(This allows for additional services and formats to be offered)

Preferred Notification Method

- ☐ Phone
☐ Email
☐ Text

Maintain Reading List?

- ☐ Yes
☐ No

1. This card must be presented each time materials are borrowed.
2. Loss of card or change of address must be reported to library staff.
3. Privileges extended with this card may be revoked for cause.
4. This card is not transferable.
5. The cardholder is responsible for all materials borrowed with the card and will abide by the rules and regulations of the library at which this card is used.
6. Parents or guardians are responsible for children under 18 years of age.

Signature

Signature (of parent or guardian if applicable)

Date

Staff Initials

PRIVACY STATEMENT: The personal information collected on this application is used to provide you with library services at participating member libraries of TRAC and The Alberta Library. It may be shared with these libraries to verify membership and to collect fines or debts owing, and to provide information about library services and for statistical purposes. It is collected under the authority of Section 32 of the Freedom of Information and Protection of Privacy Act and it is protected under this act. If you have any questions on disclosure or use of this information, please ask your librarian.

