

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY SERVICES

Prepared by: Maryann Wolosinka

Board Approved – November 2013

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15.0 PERSONAL INFORMATION BANKS

15.1 Patron Records

Patron records may contain the following information:

- Name
- Library barcode
- Phone number
- Email address
- Borrower card type
- Address
- Borrowing history (optional at discretion of patron)

15.2 Program Participant Lists

Program lists may contain the following information and are kept only for programs where it is necessary to contact the participants or for reports:

- Name
- Phone number
- Parent/Guardian
- Age

15.3 Surveys

No specific individual personal information is asked for or kept on Library surveys.

15.4 Employee Records

Personnel records may contain the following information:

- Name
- Address
- Phone number
- Resume
- Hire Date
- Position
- Hours Worked
- Social Insurance Number
- Earnings
- Income tax information
- Performance evaluations
- Email address
- Job related correspondence

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15.5 Board Trustees

Board Trustee records may contain the following:

- Name
- Address
- Phone Number
- Number of years service
- Email address
- Current board position