TITLE OF POLICY: Privacy

ORIGINAL DATE: March 2014

SOURCE: Blessing Health Professions Library Staff

LAST REVIEWED BY CURRICULUM COMMITTEE: April 2014

LAST APPROVED BY FACULTY ORGANIZATION: April 2014

POLICY:

It is the policy of Blessing-Rieman College of Nursing & Health Sciences that Blessing Health Professions Library is committed to the principles of academic freedom to protect the intellectual freedom of scholarship. This intellectual freedom extends to the protection of the right to privacy of all library patrons. Library patrons have the right to confidentiality and privacy in the use of print and electronic information to the extent possible given constraints of space in public access settings. Individuals are accountable for logging off when finished in order to protect their privacy. The library works with other libraries in the Illinois Library and Information Network (ILLINET) to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with electronic content providers. The library is not responsible for the privacy practices of external web sites.

The library limits the personally identifiable information (PII) collected, does not place PII in public view, avoids creating unnecessary records, and retains only the information needed. The identity of the borrower or requestor of a library item and the information contained in individual circulation system patron records are confidential, in accordance with Illinois Statutes. The library may be obligated to release such information to law enforcement agents in response to a search warrant, subpoena, or other lawful directives issued in accordance with S. 193, the USA PATRIOT Act Sunset Extension Act of 2011.

The library monitors the institutional implementation of FERPA, the Family Education Rights and Privacy Act of 1973 and the HIPAA, The Health Insurance Portability and Accountability Act of 2003, evaluating their impact on the collection, retention of library records, and the privacy and confidentiality rights of library patrons. The library respects and follows all college and health system privacy policies.

