

7.	MEMBERSHIP	
7.5.	Personal Information and Privacy	
<i>Effective</i>	<i>1991</i>	<i>Revised 2006</i>
<i>Next Review</i>	<i>2011</i>	

- 7.5.1 The Library will not collect, use or disclose personal information, unless individuals have provided consent in accordance with the Library's privacy policy or where required or permitted by law. As a public body, the Library abides by the guidelines outlined in the provincial *Freedom of Information and Protection of Privacy Act*.
- 7.5.2 The Library collects the names and contact information of individuals for the purposes of:
- issuing library cards and identifying materials the cardholder currently has out on loan;
 - identifying and recording overdue material;
 - placing and tracking hold requests;
 - tracking recommendations for purchase;
 - tracking interlibrary loan transactions;
 - providing reference services;
 - informing people about Library programs and services;
 - fundraising;
 - the administration and operation of library activities in accordance with its mandate.
- 7.5.3 All records relating to member registration and the circulation of materials are confidential. No person or organization outside the Library may have access to them, with the exception of a collection agency for the purposes of tracking the Library's delinquent accounts.
- 7.5.4 Inactive membership accounts with no outstanding issues will be deleted after two years of inactivity.
- 7.5.5 Personal information related to registration will not be divulged voluntarily except to the cardholder or where required by law.
- 7.5.6 Personal information about a child will be released only with the written approval from the parent or guardian or where required by law.
- 7.5.7 The Library does not reveal or retain information about an individual's use of its computer resources.
- 7.5.8 The Library does not keep any personal information linked to completed reference transactions.
- 7.5.9 The Library does not sell, rent or lease personal contact information stored in the Library's database to outside parties. This information may only be used for Library purposes when appropriate.