



LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Privacy Policy	Page 1 of 2
Policy Number:	Supersedes: N/A
Effective Date: August 1, 2009	Previously Issued: N/A

**1. Statement of Policy:**

1.1. The library respects the privacy of all of its users. This policy is intended to create parameters for both the protection and sharing of patron information including patron records and any other data pertaining to how patrons use the library in order to adequately protect library users' privacy.

**2. Policies/Procedures:**

2.1. In compliance with professional standards, state law, and federal legislation ([see section 2.4](#)), the Library adopts a blanket policy of protecting patron confidentiality.

2.1.1. Confidentiality applies to patron records.

2.1.2. Confidentiality applies to patron internet usage.

2.1.3. Confidentiality applies to materials borrowed and information sought or consulted.

2.1.4. Confidentiality applies to materials provided through our Document Delivery Services Office.

2.2. Patron records may be consulted by library staff members as a normal part of carrying out library functions, such as sending an overdue notice.

2.3. The library may disclose personal information to law enforcement officers (federal, state, or local) when such person(s) present a subpoena, court order, or search warrant.

2.4. This policy has been written in compliance with the following laws, policies, and legislation:

2.4.1. [LMU privacy policies](#)

2.4.2. [California Government Code §§ 6267 \(West Supp. 1989\)](#)

2.4.3. [American Library Association policy on confidentiality of library records](#)

- 2.4.4. [American Library Association policy concerning confidentiality of personally identifiable information about library users](#)
  - 2.4.5. [American Library Association code of ethics](#)
  - 2.4.6. [USA Patriot Act](#)
  - 2.4.7. [American Library Association – USA Patriot Act in the Library](#)
- 2.5. Anyone with questions about this policy may contact the [Dean of the Library](#).

Last reviewed by:	Date:
Approved by:	Date:
Notes:	