

MCLS Policy
Electronic Records Retention

The Monroe County Library System is committed to intellectual freedom, which includes a commitment to facilitating but not monitoring access to information. Confidentiality and privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship. Monroe County libraries recognize the need to protect patrons' right to privacy regarding the questions asked, materials borrowed and Internet sites visited. Confidential records include but are not limited to circulation records, registration records, reference requests, online searches, and interlibrary loan requests.

MCLS's privacy and confidentiality policies are in compliance with applicable federal, state and local laws. As a public institution the Library is legally obligated to comply with the information request requirements of the USA Patriot Act. Library users are cautioned that the internet is not a secure medium and all transactions, files and communications should be considered public.

To protect the privacy of our users, MCLS:

- Avoids creating unnecessary records

- Avoids retaining records not needed for library business purposes

- Does not engage in practices that might place information on public view

- Takes reasonable steps to assure data integrity

- Has invested in appropriate technology to protect the security of any personally identifiable information while it is in the library's custody

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