

# Auburn University Libraries Privacy Policy

## **Your Right to Privacy**

The Auburn University Libraries recognizes the need to protect your right to privacy regarding the questions you ask and the materials you borrow.

## **Our Commitment to Privacy**

Protecting your privacy is important to us. This notice explains our information practices, what information the library collects, and how the library uses that information.

## **The Information We Collect**

This notice applies to all information collected or submitted to the Auburn University Libraries. For those who are affiliated with our university, the library automatically receives personally identifiable information to create and update your library account from the Registrar's Office or Human Resources. Other community user groups not directly affiliated with our university may also submit personally identifiable information. The types of personal information that may be collected may include, but are not limited to:

- Name
- Address
- E-mail address
- Phone number
- Fax number
- Library card number
- Record of circulation/interlibrary loan/document delivery transactions
- University status
- Credit card number
- Financial obligations current and past
- Online reference transactions
- Internet IP addresses

## **The Way We Use This Information**

We do not share information collected on our website with outside parties. However, if law enforcement agents in the course of an investigation request library records, the library may be required by law to release records pertaining to your activities at the library. Federal law may prohibit library workers from informing you if federal agents have obtained records about you (Public Law 107-56, USA PATRIOT ACT).

We use e-mail addresses to respond to the e-mail we receive, to send library notices, to confirm online program registrations, and occasionally to alert customers to new services they may want to use. Mailing addresses may be used to send library-related notices. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our services. For example, we may let it be known publicly that a specific number of individuals visited a certain area on our website, but we would not disclose anything that could be used to identify those individuals.