

**Viterbo University**  
**Todd Wehr Memorial Library**

**Privacy & Confidentiality**

It is the policy of the Todd Wehr Memorial Library to protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. The library adheres to the policies and recommendations from the Office of Intellectual Freedom of the American Library Association, particularly those outlined in [Intellectual Freedom Principles for Academic Libraries](#) and [Privacy: An Interpretation of the Library Bill of Rights](#). Further, student information is protected by the Federal Family Educational Rights & Privacy Act (FERPA). Viterbo University's FERPA policy is available at <http://www.viterbo.edu/registrar.aspx?id=18644>.

The library seeks to limit the collection and retention of personally identifiable information and only retains information that is required for the management of library operations. Such patron information may include but is not limited to:

- Database search records
- Circulation records
- Computer-use records
- Interlibrary loan records
- Electronic reference correspondence

Only authorized staff with assigned passwords may access personal data stored in the library's computer system for the purpose of performing library work. Except as required by law or interlibrary loan relationships, the library will not reveal what materials are checked out or have been checked out to an individual or disclose personal data to a third party in a manner that would identify a user.

By using library computers and services, users are agreeing to abide by university regulations, including, but not limited to the network and Web guidelines. Any use prohibited by these guidelines may result in disclosure of user information to campus authorities or law enforcement.