

**3341-3-62 University Library Privacy and Confidentiality Policy-
Undergraduate.**

Applicability	All University units
Responsible Office	Office of the Provost
Responsible Administrator	Dean of University Libraries

(A) Policy Statement and Purpose

This policy provides general guidelines and rules for use of the university libraries.

(B) Policy

It is the policy of the university Libraries at Bowling Green State University that the privacy of all users and the confidentiality of all library records will be protected to the fullest extent possible under state and federal laws and in accordance with the professional standards and guidelines established by the American Library Association. In most circumstances, library records are kept confidential and are governed by current Ohio Revised Code and can only be released under limited circumstances as noted in ORC 149.432.

In order to provide services of the highest quality and to meet certain legal requirements, the university Libraries collects selected user information and maintains that information while the patron is affiliated with BGSU. Information regarding specific transactions is retained only for as long as it is necessary to furnish a specific service. Although we cannot guarantee the security of electronic transactions, the university Libraries does not deliberately associate electronic transactions with specific patrons unless that association is administratively necessary.

(1) Third-Party Service Providers

University Libraries uses a variety of third-party services to help us understand the use of our Services, such as Google Analytics. Third-party service providers may collect information sent by your browser as part of a web page request, such as cookies or your IP address. We use this data only for purposes of providing or improving services to patrons.

University Libraries patrons enjoy expanded access to materials and services made available via the OhioLINK consortium. OhioLINK has its own privacy policy, as do many OhioLINK member libraries.

Registered Date: March 24, 2015