

PRIVACY SELF EVALUATION

1= Needs Improvement 4= Privacy Superstar	1	2	3	4	Notes
Library has a written Confidentiality Policy and follows it.					
Are all staff, volunteers, and trustees are aware of Privacy and confidentiality policies and laws.					
Staff, volunteers, and trustees are regularly retrained/reminded about privacy issues.					
Patrons are told the library's privacy and confidentiality policies when they apply for a card.					
Parents are told the library's policies regarding confidentiality rights of minors.					
Does your library limit the public availability of personally identifiable information (eg. By not having hold books in public areas)?					
Library offers self-checkout options.					
Patrons can easily place holds on their own without asking a librarian.					
The library only uses patron records for circulation.					
The library how patron records are kept secure.					
Patrons are able to use the internet without being monitored.					
Patron internet records are not stored.					
Patrons are not required to log in to computers or computer waiting lists with personally identifiable information.					