

**Julien and Virginia Cornell Library
Vermont Law School
South Royalton, Vermont**

Library Privacy Policy

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

-ALA Code of Ethics -

<http://www.ala.org/ala/oif/statementspols/codeofethics/codeofethics.pdf>

The Julien and Virginia Cornell Library staff is committed to protecting the privacy and confidentiality of our students, faculty, staff and other users. We recognize personally identifiable information about your use of library resources to be confidential in accordance with 22 V.S.A. 171 et. seq., effective July 1, 2008.

The Vermont Law School library staff may share personally identifiable information with anyone outside the library only in the following instances:

- 1) When the library user gives his/her permission, or:
- 2) In accordance with Family Education Rights and Privacy Act (FERPA), library staff may release information to a student's custodial parent(s) or guardian(s.)
- 3) When a member of the library staff is presented with a valid court order demanding the information. Library staff will seek Vermont Law School Counsel's input when presented with a court order to insure validity.

The VLS library staff may share information with each other in order to run the day to day activities of the library. Such information may include for the purpose of recovering damaged, lost or stolen property and providing statistics on usage so long as no personally identifiable information is revealed.

Library circulation records are not maintained once an item is returned. The Library collects statistical data; however, no personally identifiable information is retained. Please be advised that library patrons may, as part of their My Millennium account, set up search preferences and save preferred searches. These features are entirely optional, and patrons may unsubscribe to this feature at any time.

The VLS Library also maintains several web-based management tools, such as forms related to renewing books, requesting interlibrary loan, requesting recalls, etc. The personally identifiable information collected and stored on the library network or other systems will be used only to maintain your library account and communicate with you and will not be maintained once the transaction is complete. In addition, VLS students, faculty and staff have the ability to opt in to a “My Reading History” service as well as a “Preferred Searches” update service. You may opt out of these services at any time. Any personally identifiable information will not be made available to any other entity outside the Library, except as required by court order as described above.

When visiting the VLS Library web site from a personal workstation, the following information is collected: browser type, operating system, IP address and the domain if you are connecting from outside the law school. These elements are collected solely for statistical purposes and in order to monitor the integrity of the network.

Please be aware that the VLS web site provides access to web content and licensed databases that are maintained outside the VLS library. The VLS Library is not responsible for the privacy practices of these external websites, and we encourage you to review any privacy statements posted on their respective sites.

Adopted January 2009

(3/24/2009 – cl)