

Privacy Policy for WKU Libraries

It is the policy of Western Kentucky University Libraries to respect the privacy of all users. All library records and other information relating to an individual's use of the library and its resources are considered confidential. These records include, but are not limited to, circulation records of library materials, address and other registration information, reference or informational questions asked, information sources or services consulted, interlibrary loan transactions, or computer database searches.

The Libraries will not reveal personally identifiable information of individual users. This includes, but is not limited to: name, address, email address, NetID, password, or any combination of data that could be used to identify you such as birth date, zip code, and gender. This information, however, may be consulted and used by library staff in the course of carrying out library business.

WKU Libraries will follow all institutional policies, professional standards, and federal and state laws dealing with privacy. These include, but are not limited to: WKU's [Privacy Statement](#) and [Information Technology Acceptable Use Policy](#), the [Family Educational Rights and Privacy Act](#) of 1974, the American Library Association's [Library Bill of Rights](#), their [Code of Ethics](#), and their [Policy Relating to Privacy](#).

Library records and other information relating to an individual's use of the library and its resources are exempt from being disclosed under [Kentucky Open Records Laws](#). See OAG 81-159 (April 21, 1981) OAG 82-149 (March 12, 1982).

Reasons for disclosure include being required by search warrant or subpoena or if there is a substantiated reason to believe that violations of law or of University, campus, or Library policies have taken place; or when failure to act might result in significant bodily harm or significant property loss. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

Approved by the Library Leadership Council
and the Dean of University Libraries
May 1, 2017