

Wallace Library Confidentiality & Privacy Policy

“All people... possess a right to privacy and confidentiality in their library use. Libraries... advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.” – [The Library Bill of Rights, American Library Association](#)

“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.” – [Code of Ethics, American Library Association](#)

Policy

As a professional practice, libraries protect the freedom to read. Aligning with the Library Bill of Rights, the ALA Code of Ethics, Wallace Library’s [mission and guiding principles](#), and Wheaton College [policies](#), the Library works to protect your privacy. We:

- follow relevant [Massachusetts](#) and [federal](#) laws on confidentiality and privacy of library records;
- treat records related to your use of the Library and its resources as confidential; and
- limit access to your records to library employees and only to carry out library operations.

We do not disclose your records, except:

1. to you;
2. to a third party with your explicit consent; or
3. in response to subpoena, court order, or as otherwise required by law.

Only the Dean of Library Services and the College’s General Counsel are allowed to handle requests from law enforcement officers. Before deciding how to respond, we consult with the General Counsel.

We review and update this policy every year.

Personal data collection practices

To learn more about what records we collect, how we use them, and how long we keep them, see our [Personal Data Collection Practices](#) document. That document includes information on the following activities and services:

- Borrowing
- Interlibrary Loan
- Using online library materials
- Getting help from librarians
- Reserving privacy and study rooms

- Wheaton Domains
- Wheaton College OpenPress
- Canvas

Third-party vendors

We rely on many tools operated by third-party vendors. Your interactions with these tools are subject to the privacy policies of these vendors. In the event that we learn of a data breach, we will ask vendors to notify you.

We link below to the privacy policies from major vendors. We can help you identify privacy policies from additional vendors.

- [Canvas Privacy Notice](#) (Canvas LMS and Canvas Studio)
- [EBSCO Privacy and Services Policy](#) (Academic Search Premier, Social Science Full Text, etc.)
- [Gale Privacy Program Highlights](#) (Academic OneFile, Gale OneFile News, Business Collection, etc.)
- [JSTOR Terms and Conditions of Use](#)
- [OCLC Trust Center: Privacy](#) (library catalog, borrowing records, etc.)
- [Pressbooks Privacy Policy](#)
- [ProQuest Privacy Policy](#) (eBook Central, Academic Video Online, ERIC, etc.)
- [Reclaim Hosting Privacy Policy](#) (Wheaton Domains)
- [Springshare Privacy Policy](#) (room reservations, appointment scheduling, chat, etc.)

Contact

If you have questions about this policy, contact Dean of Library Services Megan Brooks at brooks_megan@wheatoncollege.edu.

Effective Dates

This policy is effective August 8, 2024, and will be reviewed and updated annually.