

Wallace Library Personal Data Collection Practices

Overview

The Library uses online tools to provide library services. As a result, we and the vendors of the online tools collect and retain data about you. We make every effort to ensure that your data is stored securely, avoid creating unnecessary records, and ensure that contracts and licenses with vendors reflect library policies and legal obligations concerning privacy.

Borrowing

We retain a record of items you currently have checked out.

We permanently retain your:

- home address;
- phone number;
- Wheaton email address;
- class year;
- Wheaton ID number.

We import this information from Banner. Banner is the college's system for student, financial, and personnel data.

Once you are no longer a current faculty, staff, or student at Wheaton, you may request that we delete your personal information.

Interlibrary Loan

We retain interlibrary loan information for six months. This information includes your name, ID number/barcode, email address, and requested items. This allows the lending library to close the transaction.

Once you are no longer a current faculty, staff, or student at Wheaton, you may ask us to delete your personal information.

Using online library materials

Online content providers require us to limit access to members of the Wheaton community. We use a third-party service to prove your Wheaton identity. This service permanently retains your

IP address and the URL of the resource you accessed. We can access this data if a provider alerts us to a problem.

Some providers require you to create a personal login to access certain features. These are not governed by our privacy and confidentiality policy. We recommend you review these providers' privacy policies.

We collect and store information about the pages you visit on our website. We use this information to make the site more useful to you.

Getting help from librarians

- **Meetings with librarians:** Our meeting scheduling tool collects and stores your name, email address, and type of help you request.
- **Chat:** Our chat tool collects and stores your name and email if you provide them and the transcript of the chat. You can use the chat anonymously.
- **Email:** Email conversations with us are handled in accordance with the College's email practices.

We collect this information only to provide you with support. We do not routinely delete this information.

We record anonymous data of all of these interactions to help us assess services.

Reserving privacy and study rooms

Our room scheduling tool retains reservations and the information you provide on the form. This typically includes your name and email address. We do not routinely delete this information.

Wheaton Domains

We administer Wheaton Domains, which uses Reclaim Hosting's Domain of One's Own platform. Your name and email address are required to create and maintain your account. We do not routinely delete this information. Additional information:

- [Wheaton Domains Terms of Service](#)
- [Reclaim Hosting Privacy Policy](#)

Wheaton College OpenPress

We administer Wheaton College OpenPress, which uses BookOven's Pressbooks platform via Reclaim Hosting's Domain of One's Own platform (see above). When you sign up for an

account, your name and email address are required to create and maintain your account. We do not routinely delete this information. Additional information:

- [Pressbooks Privacy Policy](#)
- Wheaton College OpenPress Terms of Service (in development)

Canvas

We administer Wheaton's use of Instructure's Canvas platform. Activities on Canvas, including some communications, assignment submissions, and grades are governed by The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which protects the privacy of student's educational records.

- [Instructure Product Privacy Policy](#)

Last Updated

May 20, 2024