

CONFIDENTIALITY

The library recognizes and honours intellectual freedom and the right of privacy of any person to use materials representing any point of view and discussing any topic. A record of library materials borrowed is made only in order that control over the collections may be maintained by the Library staff. Records of requested and recalled materials are maintained for collection development purposes. Information about a patron's use of materials in all cases is confidential as stated in Policy C.4 Confidentiality of Student Records/Files.

To protect the personal rights and privacy of users to consult and borrow library materials without prejudice, names of library users are not released to any person, institution, or agency without due process being followed according to Policy C.4 Confidentiality of Student Record/Files and Policy E.20 Freedom of Information and Protection of Privacy.

Student information is kept absolutely confidential. Library staff can access selected student information in the Kwantlen registration system only in connection with circulation transactions such as confirming registration status in order to issue Smart Cards, creating or removing Library holds when appropriate, and confirming address and phone information to follow up with overdue material.

The library adheres to the *Kwantlen Polytechnic University Bylaws and Policies Manual, Confidentiality of Student Records/Files Policy, C.4*.