

## **CARLI Privacy Policy**

**Draft May 2006**

CARLI takes the collection of personally identifiable information required to provide library services very seriously. It is our policy to store in our systems the least amount of personal information for the shortest amount of time necessary to complete transactions or provide service. Access to personal information is restricted to the library and consortium staff that need that access to conduct library business. Personal information is never made available for commercial purposes and will not be revealed to any third party except by such process, order, or subpoena as authorized by law.

Even though the Endeavor Voyager software allows the retention of patron identification in archived circulation transaction data after these transactions are completed, CARLI will not support the use of this feature for I-Share libraries on servers managed by CARLI and will take steps to assure that this practice is in effect by July 1, 2006.