

Document Shredding Policy

In compliance with the Privacy of Library Records and Library Use Policy; all confidential and private information that is being discarded must be shredded by a library employee.

This includes:

→Anything with information in which a non-library staff could identify a patron (name, phone number, address)

→Anything with an account number on it (patron or library business)

→Reports generated by library staff (ex: paging slips patron name instead of institution name or reports generated for weeding)