

Privacy is Precious

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Library Ethics

United Nations Universal Declaration of Human Rights

Article 12

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

<https://www.un.org/en/universal-declaration-human-rights/index.html>

International Federation of Library Associations and Institutions Code of Ethics for Librarians and Other Information Workers

Item 3: Privacy, secrecy and transparency

Librarians and other information workers respect personal privacy, and the protection of personal data, necessarily shared between individuals and institutions. The relationship between the library and the user is one of confidentiality and librarians and other information workers will take appropriate measures to ensure that user data is not shared beyond the original transaction. Librarians and other information workers support and participate in transparency so that the workings of government, administration and business are opened to the scrutiny of the general public. They also recognize that it is in the public interest that misconduct, corruption and crime be exposed by what constitute breaches of confidentiality by so-called 'whistleblowers'.

<https://www.ifla.org/publications/node/11092>

United States Constitution

Amendment 1: Freedom of Religion, Press, Expression

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

https://www.usconstitution.net/xconst_Am1.html

United States Constitution

Amendment 4: Searches and Seizures

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

https://usconstitution.net/xconst_Am4.html

American Library Association Code of Ethics

Article 3

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.

2 Privacy is Precious: ILA / NLA / NSLA 2019

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/proethics/codeofethics/Code%20of%20Ethics%20of%20the%20American%20Library%20Association.pdf>

American Library Association Bill of Rights

Article 7

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

<http://www.ala.org/advocacy/intfreedom/librarybill>

Iowa Code Title I. State Sovereignty and Management [Chs. 1-38D] § 22.7. Confidential records

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

Nebraska Revised Statutes Chapter 84. State Officers § 84-712.05. Records which may be withheld from the public; enumerated

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

(1) Personal information in records regarding a student, prospective student, or former student of any educational institution or exempt school that has effectuated an election not to meet state approval or accreditation requirements pursuant to [section 79-1601](#) when such records are maintained by and in the possession of a public entity, other than routine directory

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information specified and made public consistent with [20 U.S.C. 1232g](#) , as such section existed on February 1, 2013, and regulations adopted thereunder;

(11) Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library's materials or services;

What's your story?

Key Security Concepts

Personally Identifiable Information

Personally identifiable information (PII) is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Principle of Least Privilege

The principle of least privilege (POLP) requires every user can access only the information and resources they need to do their job.

Encryption

Encryption is the process of encoding a message or information in such a way that only authorized parties can access it and those who are not authorized cannot access it.

Two-Factor Authentication

Two-factor authentication (2FA) is a method of confirming a user's claimed identity in which a user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism.

Questions to ask:

- 1) Is there PII in this? Could this be linked to PII?
- 2) Are we utilizing POLP to limit who has access?
- 3) Are we encrypting this to limit who has access?
- 4) Are we utilizing 2FA to limit who has access?

Threat Models: Exercise 1

1) What do you want to protect?

2) Who/what do you want to protect it from?

3) How likely is it that you will need to protect it?

4) How bad are the consequences if you fail?

5) How much work are you willing to do to prevent the consequences?

Threat Models: Exercise 2

1) What do you want to protect?

2) Who/what do you want to protect it from?

3) How likely is it that you will need to protect it?

4) How bad are the consequences if you fail?

5) How much work are you willing to do to prevent the consequences?

Sample Vendor Contract

----- License Agreement

Each Library Account and End User acknowledges and agrees to the terms described herein and agrees to comply with the terms and conditions set forth in this License Agreement.

License

----- grants to YOUR LIBRARY (herein referred to as Library Account) a nontransferable and non-exclusive license to use the ----- including all of its publisher approved content (the "Digital Content") made available through the various online sites, application platforms and the proprietary associated with ----- for resale to users through a single database by -----

Library Accounts may not reproduce, distribute, display, modify, alter, publish, exploit, transfer or transmit, in any form, or by any means, any Digital Content or any portion of the ----- service, other than in accordance with this License Agreement, without the prior written consent of ----- . All use by Library Account or any of the Library Account's current employees, representatives, students, faculty, staff, visiting scholars and patrons that the Library Account has reasonably authorized to directly or remotely access the Library Account's systems and content (each, an "End User") of any Digital Content selected by Library Account or otherwise accessed by Library Account or End Users, including but not limited to any authorized trial periods, any period for which a fee has been paid, and when updates and access to new Digital Content are provided, its subject to the terms and conditions set forth in this License.

----- is not responsible for Digital Content that ceases to be available on the ----- platform due to a publisher's decision to no longer publish said Digital Content and no refund in full or prorated will be offered the Library Account. Library Account shall be responsible for ensuring that any End Users accessing applicable ----- site(s) are notified of, and abide by, the terms of this License.

Ownership of Digital Content and Trademarks

Each Library Account and End User acknowledges that ----- has sole and exclusive ownership of all right, title and interest in and to the Digital Content owned by -----, and ----- is a licensee, lessee or otherwise has obtained the right to use the Digital Content for which ----- is a licensee, lessee or otherwise has obtained the right to include such Licensed content in the Digital Content (the "Licensed Content"). Each Library Account and End User further acknowledges and agrees that it has not acquired, and shall not acquire (whether by operation of law, by this License Agreement, by downloading and Digital Content, or otherwise), and right, title, interest or ownership in or to the Owned Content or the Licensed Content or any part thereof.

Each Library Account acknowledges that Digital Content will be available to the Library Account as long as they maintain their annual Access Fee subscription with _____. If a Library Account chooses to terminate their Access Fee subscription before the full term of any Digital Content subscription, said subscription will cease to be available to Library Account and no refunds will be issued for any remaining subscription term that has not been used.

Each Library Account and End User additionally acknowledges that (a) the _____ trademark is owned by _____ and that all trademarks, logos, and service marks displayed on any _____ website are owned by _____ or the licensors of the Licensed Content (collectively, the "Trademarks"), (b) all Trademarks are the property of their respective owners and are used with permission, and (c) nothing in this License Agreement or contained on the _____ website may be construed as granting, by implication, estoppel, or otherwise, any right or license to use any Trademark.

Indemnification

Indemnification by _____ to Library Account. _____ shall indemnify and hold Library Account harmless from and against any and all third party claims, demands, actions, suits, proceedings, losses, liabilities, damages and expenses (including without limitation, reasonable attorneys' , consultants' and experts' fees) (collectively, "Claims") arising out of, incurred in connection with, or relating to the gross negligence or willful misconduct of _____, or any of its officers, employees, subcontractors, agents or representatives in connection with the subject matter of this License Agreement; provided, however, that _____ foregoing indemnification obligations shall be reduced to the extent (as determined by a court of competent jurisdiction or as set forth in a binding settlement between parties) such Claim arose out of, or in were incurred in connection with, the gross negligence or willful misconduct of the Library Account, or any of its officers, employees, subcontractors, agents or representatives.

Indemnification by Library Account to _____. Library Account shall indemnify and hold _____ harmless from and against any and all third party claims, demands, actions, suits, proceedings, losses, liabilities, damages and expenses (including without limitation, reasonable attorneys' , consultants' and experts' fees) (collectively, "Claims") arising out of, incurred in connection with, or relating to the gross negligence or willful misconduct of Library Account, or any of its officers, employees, subcontractors, agents or representatives in connection with the subject matter of this License Agreement; provided, however, that Library Account's foregoing indemnification obligations shall be reduced to the extent (as determined by a court of competent jurisdiction or as set forth in a binding settlement between parties) such Claim arose out of, or in were incurred in connection with, the gross negligence or willful misconduct of _____, or any of its officers, employees, subcontractors, agents or representatives.

Indemnification Procedures. In the event that any Claim is made as a result of which a party or any of its directors, officers, employees, agents or representatives (collectively, an "Indemnified Part") may become entitled to indemnification by the other party (an

"Indemnifying Party") pursuant to this License Agreement, the Indemnifying Party shall, at its expense, have the right to participate in, and, at its own option, to assume the defense of such Claim with counsel reasonably satisfactory to the Indemnified Party. Promptly upon becoming aware of such Claim, the Indemnified Party shall give the Indemnifying Party notice thereof; provided however, that the omission so to notify the Indemnifying Party shall not relieve the Indemnifying Party from any liability which it may have to the Indemnified Party, except to the extent that the Indemnifying Party is actually prejudiced by such omission. Any settlement of any Claim shall require the mutual consent of the Indemnifying Party and the Indemnified Party and shall include as an unconditional term thereof the giving by the claimant or plaintiff to the Indemnified Party of a release from all liability with respect to such Claim.

Notwithstanding the right of the indemnifying Party to assume the defense of any Claim to which the Indemnified Party may become a party or target, the Indemnified Party shall have the right to employ separate counsel and to participate in the defense of such action.

Data Security

Each Library Account will implement and maintain measures to ensure that only authorized End Users have access to the _____ service and digital content. Each Library Account will take reasonable steps to prevent unwarranted intrusion into data managed or maintained by _____ on behalf of such Library Account acquired in the course of the operation of the Zinio service, including but not limited to reasonable steps to protect such Library Account's password files and access to the administrative website for management of the _____ service.

Patron Privacy

Protecting patron's privacy is critical to the mission of YOUR LIBRARY. As _____ joins the library in extending services, vendor shall also protect our patrons' implicit right to privacy. The default arrangement of setting up a user profiles on the application should be set to collect the minimum of patron information required for product to function. Any programmatic data communications between _____ and YOUR LIBRARY users should supply only the minimum of patron information required to fulfill the specific purpose for which that information is being made available. Users should have a choice about whether or not to opt-in to features requesting additional personal information. Users should also have the ability to opt-out, if they later change their minds; data collected during their opt-in phase shall be destroyed. _____ should not use individual user activity data for their own purposes. Any activity monitored should be anonymized and untraceable to specific library patrons wherever possible. All collection of user activity should be disclosed and accessible to YOUR LIBRARY staff.

_____ shall not request any borrowing information that may be contained in patron's records. User activity data with personally identifiable information should not be retained longer past thirty days. Data communications between client applications and server applications, that may include patron information, should be encrypted.

_____ shall not enter into any agreement with a third-party to disclose any patron data without first getting approval from the library. Should any patron data be erroneously disseminated, _____ shall immediately notify YOUR

LIBRARY with complete details regarding all breached data and shall make swift effort to patch any system that has been exposed.

Technical Support Services

_____ agrees to provide technical support services by email and phone to each Library Account, including but not limited to reasonable efforts to (a) assist such Library Account in providing Primary Support, (b) correct, fix, or circumvent errors, and (c) in the sole discretion of _____, provide updates, enhancements, and new versions of the _____ service ("Secondary Support"). _____ shall provide such Secondary Support by email and phone during its normal business hours of Monday-Friday 8:00AM to 9:00PM Eastern Standard Time.

Confidentiality

Each Library Account agrees that, without the prior consent of _____, and except as required by law including but not limited to Tennessee's Public Records Act, such Library Account will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of _____ that such Library Account has obtained. Such confidential information shall include, but is not limited to, _____, service terms, technical specifications and service level agreements. This obligation will survive indefinitely upon termination of this License agreement.

Term and Termination

The term for each Library Account's access to the _____ service shall be for a period of twelve (12) months, unless otherwise agreed by _____ and such Library Account. Such Library Account obtains certain rights and access to use the Digital Content and _____ service for the term of its agreement with _____. The License granted to such Library Account shall be terminated at the end of such term, unless renewed or extended by the mutual agreement of _____ and such Library Account, along with such Library Account's access to the _____ service and any and all digital content, and such Library Account and/or its End Users shall make no further use of all or any part of the Digital Content and the _____ service.

In the event of a breach of any of its obligations, including but not limited to non-payment or late payment for services, each Library Account shall have thirty (30) days from the receipt of written notice of such breach from _____ to cure such breach. If the Library Account fails to remedy such breach within such 30-day period, _____ may, at its option and in its sole discretion, terminate its agreement with such Library Account upon written notice to such Library Account and/or temporarily or permanently suspend such Library Account's access to the _____ service.

General Provisions

In the event that a court of competent jurisdiction determines that any portion of this License Agreement is unenforceable, void, invalid or inoperative, the remaining provisions of this

License Agreement shall not be affected and shall continue in effect as though such invalid provisions were deleted.

Neither _____ nor the licensors of the Licensed Content will be liable or deemed to be in default of this License Agreement for any delays or failure in performance resulting directly or indirectly from any cause or circumstance beyond its reasonable control, including but not limited to acts of God, war, riot, embargoes, acts of civil or military authority, rain, fire, flood, accidents, earthquake(s), strikes or labor shortages, transportation facility shortages, or failures of the Internet.

_____ should be notified of any claims of copyright infringement regarding materials available or accessible on, through, or in connection with the _____ service.

This License Agreement constitutes the entire Agreement and understanding of the parties. This Agreement may be amended or modified by _____ from time to time only upon notice to the Library Account.

This License Agreement shall be binding and inure to the benefit of the parties hereto and their respective successors. In the event _____ enters into an agreement to sell substantially all the assets of _____, this License Agreement shall be binding upon the purchaser.

_____ grants to the Licensee a non-transferable right to utilize any IP addresses provided by _____ to Licensee to be used with the Services. _____ does not transfer any ownership of the IP addresses it provides to Licensee. In the event of termination of the Licensee's license to the Services, the Licensee's right to utilize such IP addresses will cease.

Library Account: _____
Signature: _____
Date: _____
Name(Printed): _____
Title: _____

Addendum

Terms of Service:

Start Date: _____ Expiration Date: _____
Subscription Cost for 12 months: \$ _____

Main Contact:

Name: _____
Email: _____
Telephone #: _____

Marketing Contact:

Name: _____
Email: _____
Telephone #: _____

Library Website Contact:

Name: _____

Email: _____

Telephone #: _____

Library Billing contact:

Name: _____

Address: _____

Telephone#: _____

Sample Privacy Policy: Seattle Public Library

Borrower Records

Confidentiality extends to all records with identifying information about patrons, including their requests for information and materials and their loan transactions. It also includes their use of Library computers and the online sites and resources they access. The Library will keep patron information confidential and will not disclose this information except as necessary for the proper operation of the Library, upon consent of the patron, pursuant to subpoena or court order, or as otherwise required by law.

Third Party Partners

The Library works with third party partners to provide certain services to Library patrons. Information a patron submits to the Library may be provided to these third parties so they can assist the Library in providing certain services. Patrons are encouraged to read and become familiar with the privacy policies of these third party partners.

External Websites

The Library website also contains links to external websites not maintained by the Library. The Library cannot be responsible for patron privacy when visiting other websites. Once patrons link to another website, they are no longer subject to the Library's Confidentiality of Patron Information policy, but the privacy policy or statement, if any, of the website they have linked to.

Applicability

This policy applies to all Library patrons. The parents or legal guardians of patrons under the age of 13 may have access to their child's borrowing record. Otherwise, this policy fully applies to minor patrons.

Related Laws, Policies and Procedures

Administrative Procedure, Ensuring Confidentiality of Patron Information.

History

Supersedes Confidentiality of Borrower Records adopted Oct. 31, 2012. Supersedes Confidentiality of Library Borrower Information dated Sept. 22, 2010. Supersedes Confidentiality Policy dated Jan. 22, 2002 and revised October 2002. Supersedes Confidentiality of Library User Records Policy adopted July 21, 1980 and revised Aug. 24, 1999.

Date Adopted: April 22, 2015

Supersedes Policy: Confidentiality of Borrower Records adopted Oct. 31, 2012

Sample Privacy Policy: Nashville Public Library (draft)

Nashville Public Library (NPL) has a legal and ethical duty to protect the confidentiality of patrons' personal information and library records (ALA, 2008; ALA, 2019; Metro, 2013; NPL, 2019; TLA, 2019; Tenn. Code Ann. § 10-8-102, 2019; U.S.C. § 2710;). This includes patrons' personally identifiable information, checkout history, services used, and visual image. NPL will not share this information without patrons' written consent except when required to deliver services, or when required by law. Some examples: NPL will not share patrons' checkout history without a search warrant from law enforcement, but staff need to see patrons' checkout history to provide service. NPL shares patron data with select third party vendors to provide essential services. Contracts with these vendors are vetted by library staff and the Metro procurement process to assure these vendors meet legal, technical, and ethical requirements before sharing patron data with them. NPL partners with a number third party vendors to provide non-essential services. Third party vendors of non-essential services may have their own privacy policies or terms of service. NPL encourages patrons to review these policies before using any particular service. More details about what information NPL's collects, how we protect it, and who we share it are below.

INFORMATION COLLECTION

NPL collects only as much information as necessary to provide services, or is required by law.

Library accounts

A library card requires name, address, and birthday. Patrons may voluntarily provide phone number and email for purposes of communication about your account. Patrons may voluntarily provide contact information for marketing purposes; e.g., emails about upcoming programs.

Third party vendors

NPL shares patron data with select third party vendors to provide essential services; e.g., the [Library Corporation](#) provides our integrated library system which houses patron and collection information. Contracts with these vendors are vetted by library staff and the Metro procurement process to assure these vendors meet legal, technical, and ethical requirements. NPL provides other non-essential services through third party vendors; e.g., Hoopla. These vendors may require additional information to provide services; e.g., your email address. They may ask you to voluntarily share more info. Non-essential service vendors' products have their own privacy policies which we encourage you to review before using any particular service. By agreeing to these vendors' terms of service, you are consenting to share your information with them as outlined in their terms.

Our website

NPL uses [Google Analytics](#) and Google Tag Manager on our website to assess engagement with our website and services. Google Analytics enables NPL to obtain anonymized, aggregate usage information. NPL does not track individual users. NPL anonymizes users IP address. Whenever possible NPL limits sharing patron data with Google for advertising

purposes. Google Analytics sets [cookies](#) that last between sessions and may be used to track your browsing habits. Vendors' and other websites linked from NPL's website contain numerous other cookies and trackers for assessment and advertising purposes. There are number of ways you can do opt-out of online tracking:

- 1) learn the settings of your browser; e.g. how to clear cookies between sessions;
- 2) install the [Privacy Badger browser extension](#);
- 3) use privacy-focused browser like [Tor Browser or Brave](#).

The above list is not comprehensive. Some websites may not function properly if all cookies are blocked.

Public computers

A library card or computer guest pass are required to use public computers. NPL manages public computer user sessions with [EnvisionWare](#). EnvisionWare logs which card numbers used which computers at which times. These logs are kept for sixty days. After sixty days, card numbers are deleted from the logs and the logs are archived. Sites patrons visit are not tracked by NPL. All patron data stored locally on PCs is wiped between sessions with [Deep Freeze](#). See also our [Guidelines for Public Computer Use](#) and [Internet Safety Policy](#).

Security cameras

NPL utilizes video surveillance for security. Live feeds from all NPL branch can be seen by security staff at the Main Library. At Main Branch, non-security staff can view live feeds of meeting rooms at staff stations that service those specific rooms. At other branches, staff have access to camera live feeds while at service points, and branch managers have access via their work PCs. NPL's Chief of Security, Assistant Director of Administrative Services, and IT Infrastructure Manager can access camera live feeds when not in the building via Metro's VPN. Video footage is archived for one month. Archived footage can be accessed by NPL's Safety and Security Manager and Assistant Director for Administrative Services via our IT Infrastructure Manager when required by judicial subpoena.

HOW WE PROTECT YOUR INFORMATION

NPL staff are trained at New Employee Orientation as to their legal and ethical duty to respect patron privacy. All library employees have agreed to Metro's [Acceptable Use](#) of Information Technology Assets policy. NPL follows the "principle of least privilege" to limit access of patron data only to staff that require it. Limited read and write access to patron accounts and collections requires user credentials and passwords. Full read and write access to patron data and collections is only available within Metro's local area network and requires user credentials and passwords with elevated permissions. Access is further protected by firewalls. Paper financial records are stored on site for two years. Paper library card applications are stored on site for one year. After these proscribed periods, paper records are transferred to the [Metro Record Center](#).

UPDATES TO THIS POLICY

This policy will be audited every six months. The previous version was updated in 2016 and can be found [here](#).

Sample Privacy Policy: Greenfield Community College

The Nahman-Watson Library protects patrons' privacy to the fullest extent of the law (Massachusetts General Laws Chapter 78, Section 7) and the Federal Educational Rights and Privacy Act of 1974 (FERPA). The American Library Association's Code of Ethics states: "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."

1. Registration and Personal Information: Personal information is information that can be used to identify you. We collect personal information when you register for a library card, check out materials, or access your library card account. We may also ask for personal information as we try to find resources for you or answer your questions. In the latter case, providing personal information is voluntary.

2. Library Card Account Information: You will need a library card to check out books, DVDs, or other materials, or access online resources from off-campus. We collect personal information from you, including your name, address, phone number, and email address, in order to sign you up for and maintain your library card account. While we ask for a form of ID when setting up the account, we do not store your ID number. We use the personal information you provide to us to respond to questions from you and to give you information about the status of your account, including holds and bills. We will never sell your information or use the personal information in your library card account for marketing purposes. The library is a member of the C/WMARS network which provides the library's catalog, circulation system, and some online resources. Because we're part of a network, the contact information you give us when you set up your account is visible to staff at the more than 140 C/WMARS member libraries. Circulation, library card accounts, and usage records are managed by C/WMARS and the Nahman-Watson Library observes their privacy policy (see www.cwmars.org/content/privacy-policy-0 for details). We do not reveal your library card account information to anyone but you, except in the following circumstances:

- You can authorize individuals to pick up your holds and/or to borrow materials on your behalf, at your request. These individuals will need to have access to some of your information.
- If you fail to pay a library bill over \$30.00 for more than 30 days (payment for a lost book, for example), a hold will be put on your account in the college's financial database. Other college staff will be able to see that you have a bill with the library, but will not be able to access other information about your library account.
- In the case of a valid subpoena or warrant, the library may be required to share your information with the relevant authorities. No confidential information on library patrons will be revealed without a subpoena or search warrant.

3. Account password: When you open a library card account, library staff will set a password for you, which you can reset. Your password is encrypted and is not visible to library staff. This means that we cannot look up your password for you, but we can reset it. If you do not reset your default password, staff and others may be able to guess what it is.

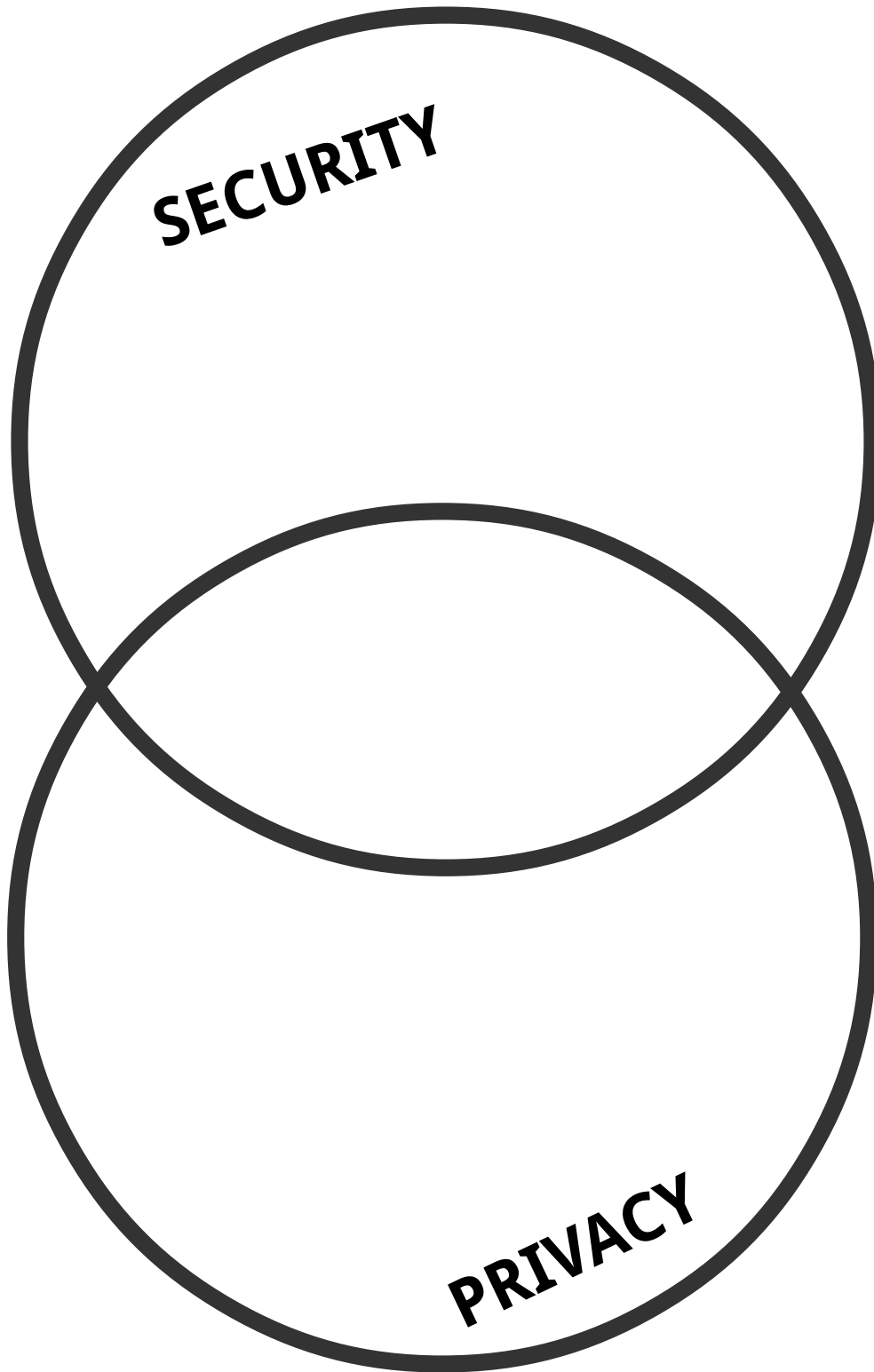
4. Library account records: Library records which may reveal your interests or research, including books checked out, bills due, and holds placed, are protected by law and library policy. Your checkout history is purged from your account 7 days after you return items and your hold history after you pick up the item or the hold expires. Library staff are able to see the last patron who checked out a particular item, which means that your name will be linked to the record for a book or other library item until another patron checks out that same item. For some expensive items, including laptops, telescopes, bicycles, wireless hotspots, digital cameras, etc., we will ask you to sign a waiver, which may also include some personal information. The library will keep the signed form until you return the item in good condition. After you return the item in good condition, we will shred the form. If the item is damaged, we will retain the form until you have paid a fee. We may ask for additional personal information on the checkout form, including your student ID number, for research purposes, but your participation in that is voluntary and will not impact your ability to borrow those items.

5. Public computers: You can use library desktop computers without registering or submitting any personal information. The library keeps no permanent record of the internet sites you visit, the online resources you use, or the searches you perform on our website.

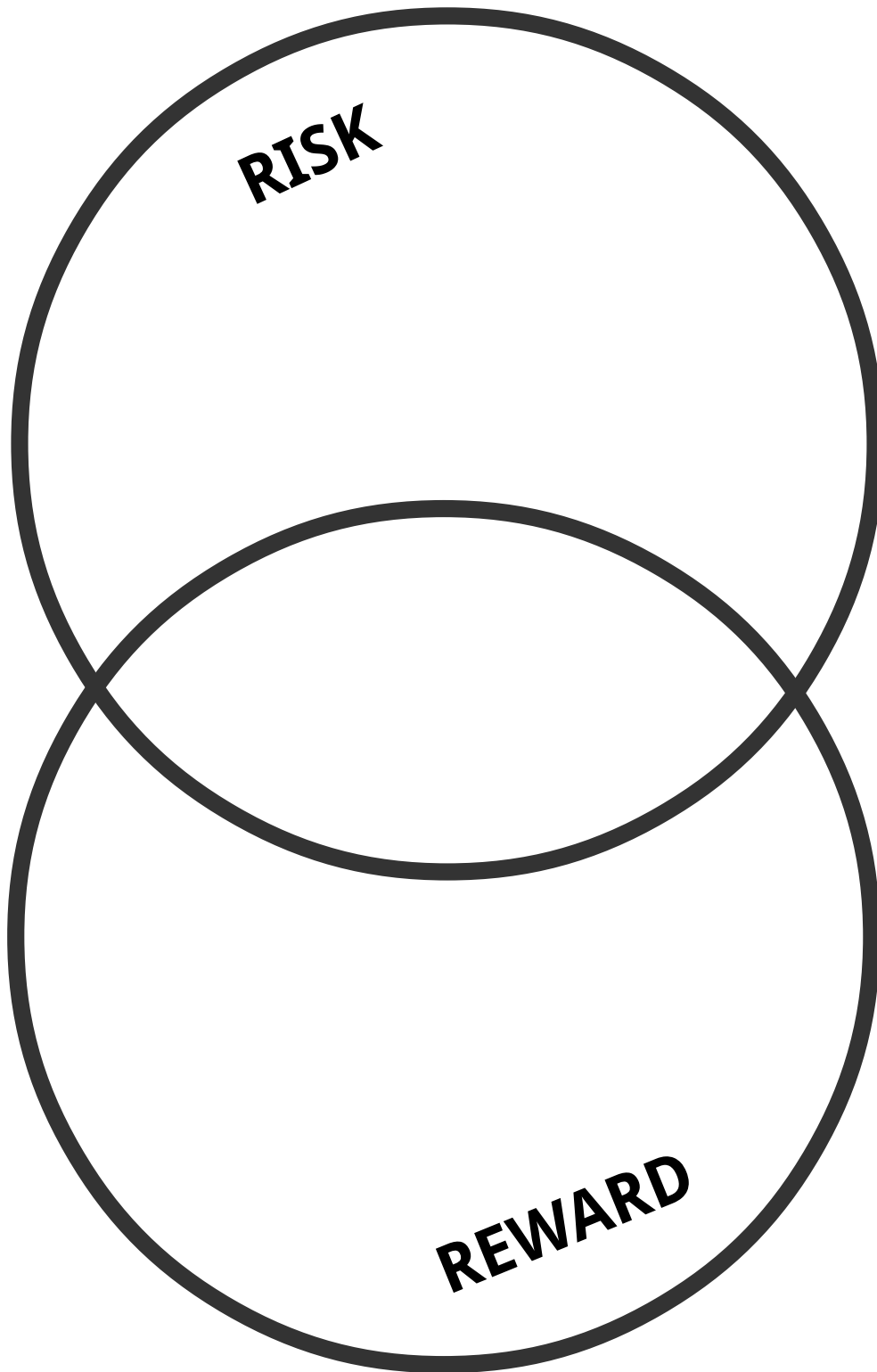
- In the library classroom, study carrels, and PCs in the study rooms, all internet browsing data and saved files are purged when the computer is restarted.
- The lobby computers and Mac desktop computers do retain internet browsing data and files until manually purged. We are working with IT to change this.
- When you check out a laptop, the library resets the computer, purging any data that may be saved to it, upon its return.

6. Third-party services: The Nahman-Watson Library has contracts with many third-party vendors. These include the databases that you access through the library website, including Ebsco, Films on Demand, Gale, and more. In order to access these services from off-campus, you must sign in with your library card number and password. The Nahman-Watson Library and C/WMARS do not share your library account information with these vendors, but do verify that you have a valid account. Some vendors may ask you to provide additional information to set up a personal account. Please be aware that these third-party vendors have different privacy policies and may track your online activity in ways that the library does not.

SECURITY / PRIVACY Exercise



RISK / REWARD Exercise



Resources

"Balancing Privacy and Strategic Planning Needs" by Becky Yoose

(<https://journals.ala.org/index.php/jifp/article/view/6250>)

Choose Privacy Every Day (<https://chooseprivacyeveryday.org/>)

ALA Privacy Checklists (<http://www.ala.org/advocacy/privacy/checklists>)

Library Freedom Project (<https://libraryfreedomproject.org/resources/>)

Consumer Reports (<https://advocacy.consumerreports.org/issue/tech-privacy/>)

Protecting Patron Privacy by Bobbi Newman & Bonnie Tijerina (Eds.)

"Visits and Requests from Law Enforcement" from *ALA Intellectual Freedom Manual*
by Trina Magi & Martin Garnar (Eds.)

Tutorials

Surveillance Self-Defense (<https://ssd.eff.org/>)

Encrypting your email (<https://emailselfdefense.fsf.org>)

Decent Security (<https://decentsecurity.com/>) - great practical Windows security site)

Digital Hygiene Guides

Speak Up & Stay Safe(r): A Guide to Protecting Yourself From Online Harassment

(<https://onlinesafety.feministfrequency.com/en/>)

Crash Override Resource Center (<http://www.crashoverridenetwork.com/resources.html>)

Data Detox Kit (<https://datadetox.myshadow.org/en/detox>)

Passwords

Diceware (https://www.eff.org/files/2016/07/18/eff_large_wordlist.txt)

KeePassXC

LastPass

FreeOTP

Yubikey

Email

Librem Mail (gotta pay)

Proton Mail

RiseUp.net (need a referrer)

Browsers

Tor Browser (torproject.org)

Firefox

Brave

Privacy Badger

HTTPS Everywhere
uBlock Origin
Multi-Account Containers

Search Engines

DuckDuckGo (duckduckgo.com)

Encryption

LUKS (Linux Unified Key Setup)
FileVault (OSX)
BitLocker (Windows)
Veracrypt (<https://www.veracrypt.fr/en/Home.html>)

VPNs

Private Internet Access

Phones

Librem 5
Lineage
Signal
Tor Browser (Android)
Onion Browser (iOS)

Linux

Ubuntu, Elementary OS (all of these are beginner friendly)
Tails (Linux designed especially for privacy - not beginner friendly)

Further Reading & Watching

Nonfiction

Dragnet Nation: A Quest for Privacy, Security, and Freedom in a World of Relentless Surveillance by Julia Angwin
It's Complicated: The Social Lives of Networked Teens by danah boyd
Dark Matters: On the Surveillance of Blackness by Simone Browne
Automating Inequality by Virginia Eubanks
No Place to Hide: Edward Snowden, the NSA and the U.S. Surveillance State
by Glenn Greenwald

Privacy and Security Online by Nicole Henning
Consent of the Networked: The Worldwide Struggle for Internet Freedom
by Rebecca MacKinnon
Algorithms of Oppression: How Search Engines Reinforce Racism by Safiya Noble
Weapons of Math Destruction by Kathy O'Neil
They Know Everything About You: How Data-Collecting Corporations and Snooping
Government Agencies Are Destroying Democracy by Robert Scheer
Data and Goliath: the Hidden Battles to Collect Your Data and Control Your World
by Bruce Schneier
The Attention Merchants: from the Daily Newspaper to Social Media, How Our Time and
Attention is Harvested and Sold by Tim Wu
The Age of Surveillance Capitalism: The Fight for a Human Future at the New Frontier of
Power by Shoshana Zuboff

Fiction

Oryx and Crake by Margaret Atwood
Little Brother by Cory Doctorow
The Circle by David Eggers

Movies and TV

Assassination Nation
Citizenfour
Deep Web
Mr. Robot Season 1
Terms and Conditions May Apply

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