

Library Services (Middlesex County Library)

Bank Title Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Middlesex County Library – Program Registration Files	Public Libraries Act	Name, phone number and email address	Used to notify program participants of program updates or cancellations.	Library Staff	Public who attend Library Programs	Closure of File + 5 years R02
Middlesex County Library – Program Registration Files (Early On)	Municipal Act	Child's name, parents name, phone number and e-mail address.	Used to notify program participants of program updates or cancellations.	Library staff	Public who attend EarlyON Programs	Closure of File + 5 years R02
Library Incident Reports	Municipal Act	Name, vehicle description, license plate number, library barcode.	Used to record incidents of theft, vandalism and inappropriate behavior.	Library staff	Public who are involved in an incident	Closure of file + 5 years P05
Library Donors	Municipal Act	Name, address, phone number and e-mail address	Used to track the names of donors for future campaigns.	Library staff	Public who have donated funds to the library	Closure of File + 5 years R02
Library Card Holders	Public Libraries Act	Name, phone number, email address, address, age range, linked family member accounts	Used to issue a library card	Library staff	Public who have applied for and been issued a library card	Closure of File + 5 years R02
Library Newsletters	Public Libraries Act	Email address, Name (optional)	Used to provide updates on Library related content	Library Aware staff, Library staff	Public who have signed up for newsletters	Permanent (retained until subscriber unsubscribes)

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Reconsideration of Materials form	Public Libraries Act	Name, phone number, email address	Challenge/request reconsideration of library materials	Public Services Coordinator; Child and Youth Librarian, Director of Library Services	Public who have requested a reconsideration of materials	Closure of File + 5 years R02
Digital Resources	Public Libraries Act	Email address, Name	Access digital resources and collections, receive notifications	Vendor staff (OCLC, CVS, Overdrive, Creativebug, Mango, Niche Academy, EBSCO)	Public who have signed up for digital resources	Permanent (retained until subscriber unsubscribes)
Gale Courses	Public Libraries Act	Email address, name, phone number, address	Access online courses	Cengage Group staff	Public who have signed up for Gale Courses	Closure of File + 5 years R02
Udemy Courses	Public Libraries Act	Emil address, name, birth year	Access online courses	Udemy staff	Public who have signed up for Udemy courses	Closure of File + 5 years R02
Surveys	Municipal Act	Email address	Public consultation	Survey Monkey staff	Public who responded to survey	Closure of File + 5 years R02