

## MEMBER LIBRARY AGREEMENT FORM

As a Member Library of the OWWL Library System, \_\_\_\_\_ Library understands that only authorized library employees shall have access to data, information, and records (all hereinafter referred to as Information) maintained in OWWL Library System’s Information Systems (as defined above in the “Definitions” section of this policy). Such employee access is limited to what is needed to effectively deliver library services.

The OWWL Library System requests that Member Library Boards formally vote and adopt a Board Motion following local agreement practices, or alternatively create a local policy, and/or enact a similar action agreeing to the following:

Our library affirms that \_\_\_\_\_ Library has been advised of, understands, and agrees to the following terms and conditions for library employee access to Information Systems managed by OWWL Library System.

- 1) Staff must use their authorized access to Information Systems only to complete their work responsibilities in full compliance with this policy.
- 2) Staff must comply with all controls established by the OWWL Library System regarding the use of Information maintained within the defined Information Systems.
- 3) Staff are prohibited from the disclosure of Information including any PII, circulation information, or information about a patron’s usage of the library, contained in Information Systems to unauthorized persons and third parties without the explicit consent of the OWWL Library System except as permitted under applicable OWWL Library System policy and Federal or State law.
- 4) Staff must exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
- 5) Staff understands that the obligation to avoid such disclosure will continue even after they leave the employment of a Member Library.
- 6) The Member Library understands that any violation of this Agreement or other System policies related to the appropriate release of or disclosure of Information may result in one or more sanctions, including termination of library access to Information Systems, termination of System support services, criminal penalties, or civil liability.

**Sample Board Motion:** \_\_\_\_\_ Library affirms the governance responsibilities of the Board of Trustees, including the oversight and support of the Library Director in the management actions required to comply with all provisions of the Systems Access and Confidentiality of Library Records Policy, relevant OWWL Library System policies, respective local policies, and other NYS Laws referenced therein, to protect patron privacy and the patron data entrusted to \_\_\_\_\_ Library and OWWL Library System.

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Member Library Representative Name

Signature

Date

*Please include a copy of the Meeting Minutes when the motion was approved.*