

Personal Information Banks (PIB)

The following are examples of Personal Information Bank policies:

MILO MUNICIPAL LIBRARY

Village: Population in 2001 117

Personal Information Banks

Patron Records:

1. **Membership Forms and Membership Database** may contain the following information about Milo Municipal Library Patrons: Patron Name Patron I.D. No. Library (Chinook Arch) Barcode Address Birth date Phone Numbers Email addresses Membership type
2. **Programs - Participant Lists** may contain the following information (Lists are kept only in programs where it is necessary to contact participants for prizes, etc.): Name Patron I.D. No.
3. Reference Questions Forms contain Patron I.D. Numbers for detailed or difficult reference questions where it might be necessary to contact the patron when future information is received.
4. **Interlibrary Loan Forms** contain Patron I.D. Numbers.

Volunteer Records:

1. **Volunteer schedules** contain names and phone numbers of volunteers.

Employee Records:

1. Personnel files may contain the following information: Employee Name Address Phone Number Resume Social insurance number Earnings and income tax records Performance evaluations Correspondence

Board Member Records

1. Board member records may contain the following information: Name Address Phone Number Years of service, positions held

Milo Municipal Library Policy Manual November 1999

Hardisty Public Library

Village: Population in 2001: 808

L. PERSONAL INFORMATION BANKS

1. Personnel Performance Records
Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB 1V0
Information contained: Employment contracts, performance evaluations, reprimands and commendations, and training certificates obtained.
Individuals: Permanent and part-time staff at Hardisty Public Library.
Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c)

2. Human Resources Records
Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB 1V0
Information contained: Includes information to support administration and payroll functions.
Personal information contained would include employee name, address, phone number, birth date, employment commencement date, salary grid placement, emergency contact, payroll deductions, benefit plans, vacation status and sick leave.
Individuals: Permanent and part-time staff at Hardisty Public Library.
Legal Authority: Alberta Labour Code, Canada Tax Act, Library Act
3. Library Contact Information File
Location: Hardisty Public Library, 5027 - 50 Street Hardisty, Alta. TOB 1V0.
Information contained: Names, addresses and home phone numbers of librarians and board members.
Individuals: Current librarian and board members of Hardisty Public Library
Legal Authority: Freedom of Information and Protection of Privacy Act section 32(c).
4. Patron Database
Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB IVO
Information contained: Information that supports the lending and use of library materials to the public.
Personal information includes name, address, telephone number and email address of patron.
Individuals: All patrons registered with Hardisty Public Library.
Legal Authority: Libraries Act, Freedom of Information and Protection of Privacy Act, section 32(c).
5. Staff Directory
Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB IVO
Information contained: Employee name, address and home phone number. Individuals: Permanent and part-time staff at Hardisty Public Library.
Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c).