

Julien and Virginia Cornell Library, Vermont Law and Graduate School

Privacy Policy

All Cornell Library records and other information relating to an individual's use of the Library and its resources are considered confidential. These records include, but are not limited to, circulation records of library materials; email address, VLGS ID number, and other personal information; reference or informational questions asked and interlibrary loan transactions; and computer database searches. This information, however, may be consulted and used by Library staff in the course of carrying out Library business.

Circulation Data

The Library collects circulation data to learn which materials in the collections are most heavily used, make appropriate collection development decisions, and ensure the timely and safe return of library materials. Circulation data includes information about materials that users have borrowed from the Library's collections, or that the Library has borrowed from another institution on behalf of our patrons. Data collected includes the patron's name, VLGS ID number, email address, and the title, author, and other bibliographic details of materials that the patron has checked out on their library account.

Circulation data is stored on secure servers maintained by our contracted library information systems vendors. Personal information linked with materials borrowed from the Library's collections is stored only during the period that an item is on hold or checked out by a patron; when the item is returned, the personally identifying information is disassociated from the bibliographic details. Patrons may opt-in via their My JULIEN account to retain details of their personal borrowing history for items in the Library collections. Personal information linked with interlibrary loan borrowing data is stored for 24 months.

Database Usage Data

The Library's website links to sites and services outside the administrative domain of the Library, including research guides and databases. The Library does not govern the privacy practices of these external sites. Patrons should read the privacy statements at these sites to determine their practices. When the Library contracts with vendors for access to online content, every attempt is made to include user information protections in the license agreement.

Library Website Traffic

In the course of providing patrons with web-based services, the Library collects and stores certain information automatically through our website. We use this information on an aggregate basis to maintain, enhance, or add functionality to our web-based services. Data collected include patron Internet location (IP address), pages visited, the URL of the web page from which a patron came to our site, and the hardware and software used to visit our site. This type of data is not personally identifiable. Library staff use this information to tailor site content to patron needs and to generate statistical reports.

If you are located in the European Economic Area, please see the [European Union Data Collection and Privacy Statement](#) for information about ways that certain VLGS Schools, Departments, Centers, and Clinics may collect, use, and share information about you.