Library policy on actions related to law enforcement

Bearing these responsibilities in mind, managers of libraries must have a policy and a contingency plan covering the possible actions of police and other law enforcement agencies relating to library users and to library staff. Such policies need to be developed with legal advice and translated into contingency plans which all staff have access to at all times. All actions which concern the safety, freedom and privacy of library patrons or staff should be documented at the time, library staff should have immediate access to advice and direction from senior management, and management should have direct access to the organisation's legal adviser.

The library policy and plan should contain specific provisions for regular training of staff in its implementation. ■

Monash Public Library Service
Privacy

The Library will only collect what personal information it requires from you in order to carry out its statutory and legal responsibilities and to deliver its services. We have implemented procedures to ensure that your personal information will be protected and kept only as long as it is absolutely required by the Library or the law.

Visitors to our web site will not be required to disclose personal information. Tracking of visits to the site will only be conducted for the purposes of collecting statistical information and will not identify you personally. The web site contains links to other sites. The Library takes no responsibility for the content or privacy practices of these sites.

If you send an e-mail to the Library, it will only be recorded to fulfil the purpose for which it is sent. Your details will not be added to a mailing list without your permission.

Any enquiries regarding the handling of personal information by the Library may be made to the City of Monash Information Privacy Officer telephone 9518 3517.

The City of Monash Council has prepared a number of policies to meet its responsibilities under the Information Privacy Act 2000. These policies relate to the collection, use and management of and access to personal information, as well as a complaints procedure. To view the Council policy, http://www.monash.vic.gov.au/council/pdftext/info-privacy.pdf.