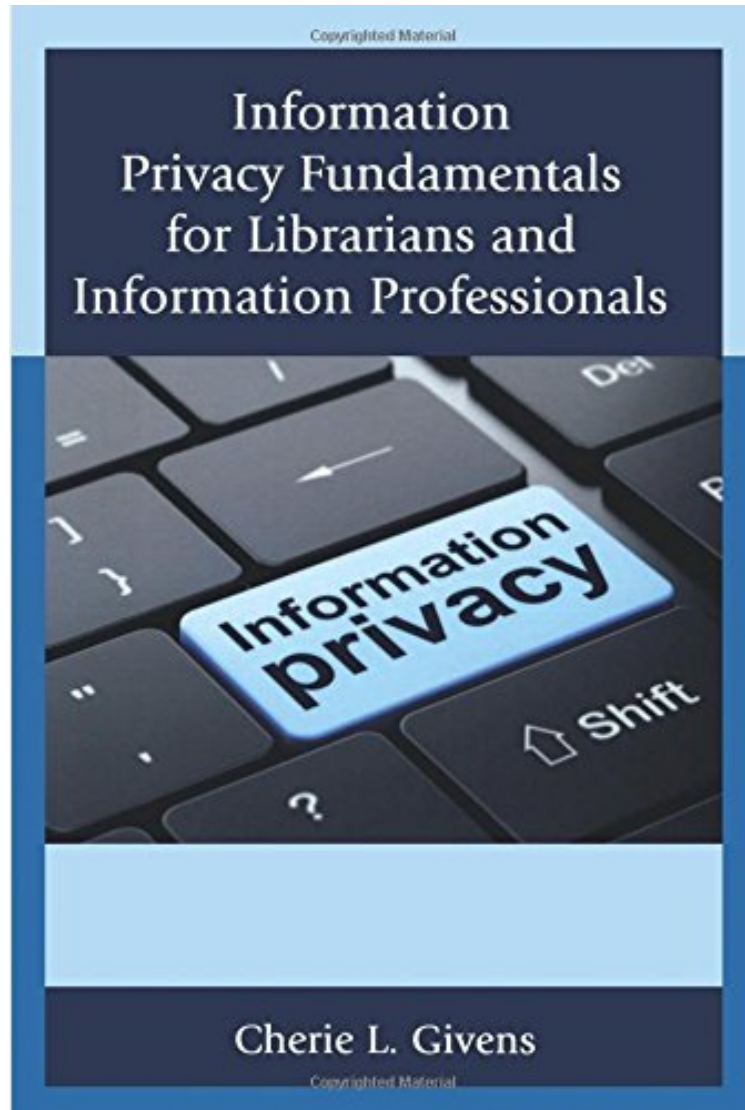


# Information Privacy Fundamentals for Librarians and Information Professionals

*Cherie L. Givens*

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**Cherie L. Givens : Information Privacy Fundamentals for Librarians and Information Professionals** before purchasing it in order to gage whether or not it would be worth my time, and all praised Information Privacy Fundamentals for Librarians and Information Professionals:

As more information is collected, shared, and mined, the need to understand and manage information privacy has become a necessity for information professionals. Governments across the globe have enacted information privacy laws. These laws continue to evolve and the information privacy protections that have been established differ by country. A basic understanding of privacy law, information privacy approaches, and information security controls is essential for information professionals to properly manage private/personally identifiable information (PII) in differing capacities in libraries, academic institutions, corporations, hospitals, and state and federal agencies. Understanding and knowledge of applicable privacy laws and the ability to write privacy policies and procedures for the proper handling of PII are crucial skills for librarians and other information managers. *Information Privacy Fundamentals for Librarians and Information Professionals* is tailored to the needs of librarians and information professionals. It introduces library and information professionals to information privacy, provides an overview of information privacy in the library and information science context, U.S. privacy laws by sector, information privacy policy, and key considerations when planning and creating a privacy program.

Libraries collect both purposefully and unwittingly a great deal of information about the people who use their resources, from circulation records to Wi-Fi usage. What should (and shouldn't) happen to this information? Attorney and lecturer Givens, an expert on the topic, presents a timely resource on the myriad issues surrounding information privacy. Easy-to-digest chapters cover a variety of general privacy topics, including the origins and history of privacy rights and a discussion of various U.S. privacy laws. Although the book, overall, is aimed at a library audience, there is an entire section devoted specifically to privacy as it pertains to libraries, covering policies, procedures, and how to educate library patrons on their rights. Each chapter contains detailed notes and a bibliography. The book clearly lays out the foundation of a solid privacy policy that can be adapted to any library's needs, and it is suitable for MLS students, library administration, and general staff. This well-written guide should find a place on the professional-reading shelf in most libraries. (Booklist) Reiterates the importance of intellectual freedom, advocates for policies and practices that reduce data collection on patron transactions/tech usage, and argues for syncing with overall goals for information literacy. (Library Journal, Starred) This publication is a comprehensive, practical introduction to privacy laws and practices as they relate to all those who need to identify and address privacy issues in the workplace, including library staff, public servants, health workers and many others. . . . This book provides an overview that reflects current privacy law and provides a foundation on which to build the skills and knowledge needed in the modern workplace. . . . This work uses illustrative case studies throughout and includes a glossary; each chapter ends with a bibliography of print and digital resources. It is comprehensively indexed. It could be employed as a text or teacher reference in library and information studies courses, but is also a valuable reference for information professionals formulating policies dealing with privacy issues in the workplace. (Australian Library Journal) The bibliography and endnotes are particularly useful and worth reading. . . . The book is well written and very readable with some well-made points and excellent quotes. . . . Although it is primarily aimed at American librarians and information science professionals who have been tasked with writing policies, it may also be useful for those working in library settings or interested in USEU comparisons. Chapters 4 and 7 are excellent and definitely worth reading. (Archives and Records: The Journal of the Archives and Records Association) The book presents the legal and professional bases of information privacy, the major approaches to protecting information privacy, the information literacy and professional practice challenges of information privacy, and best practices and approaches for creating information privacy policies and education programs in libraries. The text is clearly organized and written in an easy-to-understand style.... [T]his book will be of great assistance to any library wanting to develop or update its privacy policies. It will also be a very helpful reference guide for libraries to keep on hand to educate new employees or to begin to answer questions that arise.... It may have the most benefit to library and information science students who are just beginning to think about these issues in information policy, information law, and information ethics courses. (The Library Quarterly) Cherie Givens' new text provides both a thoughtfully organized study of information privacy in the context of today's internet environment, and a very useful summary of relevant laws in the U.S. and abroad. It is a must read for anyone seeking to better understand how personal information is stored and used on the internet, and how this activity is regulated to protect personal privacy. The topical nature of the subject is underscored by almost daily reports of governmental and private sector use of personal information. *Information Privacy Fundamentals for Librarians and Information Professionals* is a wonderful survey of the subject and a valuable source book for the professional. (Eric G. Moskowitz, retired, Special Litigation Branch, National Labor Relations Board, Assistant General Counsel (2005 December 2012), Freedom of Information Act Branch, National Labor Relations Board Acting Branch Chief (2013 April 2014)) *Information Privacy Fundamentals for Librarians and Information Professionals* is one of the few texts that explore information privacy from the perspective of library and information professionals. It provides a clear guide to the challenges librarians and information professionals face, and tackles practical solutions for forming library and institutional policies and implementing best practices. This book will be useful as a text in MLIS and information studies courses on privacy and policy. It will also serve information professionals well as a reference when dealing with privacy issues on the job. (Katie Shilton, assistant professor, college of information studies, University of Maryland, College Park) I would

recommend this book to Individuals with an understanding of the rules that govern health, financial, or educational data in order to gain a greater appreciation for the policies and programs that exist elsewhere related to privacy as well as increasing their level of overall privacy competency. (Don McMaster, Vice President, ICF International, Provide oversight on several Health IT projects requiring protection of data privacy security)Information privacy is a growing and complex field. In this book Cherie Givens provides a much needed overview of this field for library and information science experts. Information Privacy Fundamentals for Librarians and Information Professionals is filled with interesting examples and analysis. It deserves and will benefit a wide readership. (Adam D. Moore, Associate Professor, School of Information, University of Washington)Information Privacy Fundamentals for Librarians and Information Professionals is tailored to the needs of librarians and information professionals. This book introduces library and information professionals to information privacy, provides an overview of information privacy in the library and information science context, U.S. privacy laws by sector, information privacy policy, and key considerations when planning and creating a privacy program. About the AuthorCherie L. Givens is a privacy consultant with experience developing privacy policies and procedures and addressing privacy incidents while serving as privacy point of contact for the library services and content management business unit of the U.S. Government Printing Office. She is a certified information privacy professional (CIPP/US), attorney, and lecturer on the topics of information privacy, information policy, and ethics.