



*Email: info@emmetsburg.lib.ia.us
www.emmetsburg.lib.ia.us*

707 North Superior Street
Emmetsburg, Iowa 50536
Phone (712) 852-4009

1.10 Privacy Policy

The Emmetsburg Public Library values the privacy of its patrons and staff. The library shall take all necessary steps to ensure the erasure of private data in both print and digital records as they are discarded. As such, the library will take steps including, but not limited to, the following:

1. A paper shredder shall be employed for the destruction of refuse office paper prior to its discard.
2. The library director will see to the erasure of all hard drives on electronic equipment, or to their destruction, prior to discard.
3. As new technologies develop, the library shall remain vigilant in safeguarding against new threats to personal privacy and identity theft.

Adopted: July 2010; Reviewed: October 2011, October 2014, September 2017, February 2021, December 2023; Scheduled for Review: November 2026