

## **Policy on the Collection of Personal Information**

Victoria University Library collects personal information during the provision of various public services under the authority of the *Victoria University Act*, 1951/1981 8(1). It is used for the following purposes:

### **Initial Researcher Registration &/or Daily Sign-in**

Personal information is used to maintain a record of researchers who visited the facility, for what purpose, and what specific materials were consulted. It is used primarily for security and statistical purposes, although it may also be used to contact researchers for follow-up relating to their research, as necessary.

### **Reference Interviews & Research Inquiries**

Personal information is used to communicate with researchers to clarify the nature of the research topic and/or items of interest and to provide information about available resources. It may also be used at a later date to inform researchers of additional materials which are identified or the receipt of new resources of potential interest.

### **Reproduction Services & Publication Requests**

Personal information is used to communicate with researchers to clarify reproduction request details, process payments, arrange pick-up or delivery of completed orders, and for follow-up as necessary (e.g., approve later requests to publish or exhibit images).

### **Protection of Personal Information**

Victoria University Library takes appropriate steps to protect all personal information from unauthorized access and to ensure that it is disposed of confidentially when it is no longer required. Questions about the collection, use, disclosure or protection of personal information as part of the provision of public services in Special Collections and Archives should be directed to the Chief Librarian, 71 Queen's Park Crescent East, Toronto, Ontario, M5S 1K7, 416-585-4471.

Last updated: February 21, 2024

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