

Alcohol and Tobacco Tax and Trade Bureau

TLC Library Solutions

Privacy Impact Assessment

Information Collected and Purpose

TLC is the Bureau's Library and Information Services Center (BLIS) whose major functions include the purchase of resources, cataloging of all materials and resources, circulation of library materials, management of subscriptions, and an Online Patron Access Catalog (OPAC) which provides staff with information about the availability of library materials. An Integrated Library Management Systems (ILMS) such as TLC Library Solution enables library staff to maintain accountability for materials and resources in the library's collection. It integrates all aspects of library functions into a relational database. Only library staff will have access to the entry of data, while all TTB employees will be able to view the online patron catalog.

Information Use and Sharing

TLC does not store any Personally Identifiable Information (PII).

Information Consent

N/A

Information Protection

N/A