

PRIVACY AND CONFIDENTIALITY PRACTICES

NOTICE

Information the library may gather and retain about current library users includes the following:

- Information required to register for a library card (e.g. name, address, telephone number, e-mail address, birthdate.)
- Records of material checked out, charges owed, payments made
- Electronic access information
- Requests for interlibrary loan or reference service
- Sign-up information for library classes and programs

ACCESS TO PATRON INFORMATION

Patrons' personally identifiable information will be kept confidential. The library will not sell, license or disclose personal information to any third party, except an agent working under contract to the library, or unless we are required by law to do so. Further, the library will never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without also providing patrons an opportunity to prohibit such unrelated uses, unless required by law to do so.

USER ACCESS AND RESPONSIBILITY

Patrons are entitled to view their personally identifiable information and are responsible for keeping their information accurate and up-to-date. The library will explain the process for accessing or updating patron information.

DATA INTEGRITY AND SECURITY

The library takes reasonable steps to assure data integrity. It protects personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes. And, it regularly removes cookies, Web history, cached files, or other computer and Internet use records and other software code that is placed on library computers or networks.

PARENTS AND CHILDREN

We respect the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child's library records must provide the child's library card or card number, or demonstration of guardianship.

STAFF ACCESS TO PERSONAL DATA

Library staff may access personal data stored in the library's computer system only for the purpose of performing their assigned library duties. Staff will not disclose any personal data collected from patrons to any other party except where required by law or to fulfill patrons' service request. The library does not sell, lease or give users' personal information to companies, governmental agencies or individuals except as required by law or with the user's authorization.

ENFORCEMENT AND REDRESS

Patrons with questions, concerns, or complaints about the library's handling of his or her privacy and confidentiality rights may file written comments with the Library Director who will respond in a timely manner and may conduct a privacy investigation or review of practices and procedures.

The Library Director is custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Director may delegate this authority to another qualified staff member. The Director confers with the Legal Advisors before determining the proper response to any request for records and will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form.