

## Confidentiality and Privacy Policy

### Application

Individual library users and records of their use of library services are the main focus of this policy.

### Statement of Purpose

The American Library Association and New York State both affirm that library records containing names or other personally identifying details including circulation records, database searches, interlibrary loan, reference questions, requests for copies or titles, attendance at events and so on are to be treated carefully. To provide all involved with a clear understanding of the extent and limitations of the Library's protection of privacy and confidentiality of its patrons.

### Policy

Circulation, registration information, and information retrieval records may not be disclosed except to:

a. The cardholder (with card or other proper id). NOTE: This is regardless of age or relationship. For example, parents cannot be told what materials a child 13 or older has checked out without the child's consent.

b. Library staff acting within the scope of their duties in the administration of the library system and in facilitating inter library loans.

c. Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.

d. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with the Library Attorney to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

1.The library collects only that personally identifiable information about patrons that is necessary to ensure the proper operation of the Library and otherwise required for access to Library resources or participation in Library functions, including, but not limited to, the use of the website.

2.Notwithstanding the previous principle, patrons should not have the expectation of complete privacy and confidentiality. Library employees working within the scope of their duties will have access to personal information.

3.When anyone visits the Library's website, non-personal information (such as cookies, IP address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.

4. The Library will not sell, lease, or otherwise distribute or disclose a patron's e-mail address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.

5. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.

6. To use The Community Library databases remotely users are asked for their The Community Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

7. Photos and videos which may appear on the Library's websites are gathered from public programs, events, and Library spaces. To insure the privacy of children, images will not be identified using full names or personal identifying information without written approval from the, parent, or legal guardian.

8. Photography and Recording:

- a. By entering the Library, patrons consent and authorize without restriction or compensation to the possible use of their image appearing in photography, audio, video, or other formats which may be included in Library media or marketing. If you prefer not to have your photo taken and/or used please alert the Library Director or their designee.
- b. Professional, promotional, or news photography and videography are prohibited unless approved by the Director or their designee.
- c. Personal photography should not record any library patron without their prior consent.

9. The Library may use visitor information for new, unanticipated uses not previously disclosed in this policy. When the Library's information practices change, the Library will post the changes on its website to notify patrons and provide them with the opportunity to opt out of these new uses.

## **Responsibility**

Library users are expected to understand the access to personal information provided with access to their library cards. New borrowers will be provided information about the base level of information afforded as well as their right to extend access provisions to others. The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date: 7/11/2019

Revised: 12/8/2022, 3/13/2025

Reviewed by / on: Legal Counsel and/or by a designated person after a period of time.