

East Greenbush Community Library

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 Eastgreenbushlibrary.org
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POLICY NAME	Confidentiality of Library Records & Privacy Policy			POLICY NO.	3
EFFECTIVE DATE	10/04/2006	DATE OF LAST REVISION	4/25/2015	VERSION NO.	3
APPLIES TO Apply group names to define applicable areas of staff.					
Staff	x	Patrons	x		
Board	x				

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	10/04/2006	Adoption	Michael Poost
2	Board	5/10/2012	Amended	Michael Poost
3	Board	4/25/2015	Amended	Michael Poost

Policy

Confidentiality

New York State Law (Civil Practice Laws and Rules sec 2307 §4509) guarantees the confidentiality of library patron borrowing records. Patron information will only be released to the card holder or to a third party in compliance with law.

As a public institution the Library is legally obligated to comply with the Patriot Act.

Items that have been returned are automatically erased from a patron's record, unless they have opted to save their checkout history.

Under New York State Law, if you are signing for a library card for someone under age 16, the library is, under the above law, prohibited from revealing that minor's borrowed materials to you.

The Library may use patron information for library mailings and emailings.

The library has a Friends group, and allows this group to also use the patron data. Patrons who do not wish this information shared with the Friends may notify the library and be removed from that list.

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

Privacy and the Library

When patrons visit the library web site, the Library collects and stores only information needed to measure the number of visitors to different areas of the site and to assist in making the site more useful.

Website and computer usage data is separate from individual library account data. Search histories are not saved in the Patron's Library record.

The Library also offers a wireless network that allows patrons to connect to the Internet. Data accessed and sent over the wireless network is not encrypted.

Some databases the library offers on the web site require the bar code number from the user's library card for verification purposes. Database vendors will not have access to patron records.

Second party websites like Amazon and those accessed through our Weblink Library are not governed by this policy and may collect other information. See the relevant site's policy for more information.

If a patron initiates a reference inquiry through form or email, or subscribes to the Library's newsletter on the web site, this information is considered as part of the borrower account and protected as outlined above.