

## **CONFIDENTIALITY OF RECORDS POLICY**

The Field Library Board of Trustees seeks to protect the privacy and confidentiality of all who use the Library in the pursuit of free speech, thought and association. Confidentiality extends to information sought or received, and materials consulted borrowed or acquired, and includes database search records, reference interviews, circulation records, interlibrary loan records, photocopy requests, title reserve requests, and other personally identifiable uses of library materials, facilities or services. We respect and support an individual's fundamental right to open inquiry without scrutiny by others.

### **Right to Privacy**

We are committed to protecting the personally identifiable information patrons give us. We will not collect or maintain personal information without consent. This information is used only to provide or improve library service.

- Patrons have the right to access their own information on our website or in person. In both instances, proof of identity or a library card number is required.
- We will not disclose patrons' personal information to others except upon patrons' request consent.

### **Confidentiality**

New York State law\* mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the Library and its materials, facilities and services.

- Confidentiality includes, but is not limited to, circulation of library books, periodicals and other materials, database searches, interlibrary loan transactions, reference requests and use of audio-visual materials.
- We will not sell, lease or disclose confidential information to outside parties unless required to do so by law.
- Library records containing personally identifiable information will not be made available to any agency of state, federal or local government unless a subpoena, warrant, court order or other investigatory document as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discover procedures or legislative investigatory power, is issued by a court of competent jurisdiction that shows good cause and is in proper form.

- We authorize only the Library Director to receive or comply with requests from law enforcement officers. We will confer with legal counsel before determining the proper response.

### **Information We Collect**

The types of personally identifiable information we collect are:

- Name
- Address
- Telephone number
- Email address
- Library barcode card number
- Date of birth
- Materials currently checked out or requested
- Overdue materials (until returned)
- Unpaid fines (until paid)

### **How We Safeguard Information**

In order to protect personal information:

- We avoid keeping unnecessary records, and we purge and shred outdated records.
- We remove correlation between personal information and materials borrowed once these items are returned.
- We have security procedures that protect against loss, destruction and unauthorized access to your information.
- We ensure that contract and license agreements with databases and searchable archives reflect our policies and legal obligations.
- We remove from computers, on a daily basis, browser cookies, search history, cached files and other records of Internet inquiry use.
- We do not collect personal information when patrons use public access computers in the Library.
- We do not collect personal information when patrons visit our website from home.

### **Links to Other Sites**

Our website contains links to other sites not maintained by the Library. However, we do not endorse and are not responsible for the content of these sites.

- We have no control over any information you may choose to provide these sites, and the privacy policy described herein does not apply to those third-party sites.
- We encourage patrons to become familiar with these privacy practices and be mindful of their privacy when disclosing personal information.

## **Cookies**

We use browser cookies to facilitate access to our catalog and databases.

- These cookies do not collect, store or maintain personally identifiable information.
- Patrons do not have to accept these cookies to visit or use our website and resources, and can choose to refuse cookies or delete cookies from their hard drives.
- When accessing our catalog and databases from home, we require the barcode number from patrons' library cards for authentication purposes.
- Providers of licensed databases do not have access to records containing personal data. Any information collected is discarded as soon as patrons log off.

## **Children's Privacy**

The privacy and safety of children is very important to us. Personal information collected by the Library is not shared with any other agency or organization.

- Due to the ease with which children can be induced to divulge personal information on the Internet, parents and/or guardians solely are responsible for supervising their children's use of the Internet in the Library.
- The Library assumes no responsibility for the care and supervision of children while they are online.

\* New York CPLR 4509 - Library Records [Confidentiality]: Library records, which contain names or other personally identifiable details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user pursuant to subpoena, court order or where otherwise required by statute.

**Approved by The Field Library Board of Trustees January, 2013**

