



Baldwin Public Library

Privacy Policy

Your Right to Privacy

The Baldwin Public Library is committed to protecting your right to privacy regarding the questions you ask and the materials you borrow. This Privacy Policy explains your privacy and confidentiality rights, the steps the Library takes to respect and protect your privacy when you use Library resources, and how we deal with personally identifiable information that we may collect from you.

Confidentiality of Library Records

To protect patrons' rights of free speech, free thought, and free association, the Baldwin Public Library will maintain confidentiality of library records to the fullest extent permitted by law.

For the purposes of this policy, a "library record," as defined by [The Library Privacy Act 455 of 1982, 397.602\(i\)](#), is "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

The Information We Collect

Any information you choose to provide will only be used to provide or improve Library services.

The Library gathers and retains information about current and valid Library users. This may include the following:

- Library Card applications (Name, Address, Email address, Phone number, Library card number, Date/year of birth)
- Materials currently checked out
- Last Patron to checkout an item
- Overdue materials (until returned)
- Fines paid or waived
- Meeting room applications
- Event registrations
- Summer Reading application
- Internet access
- Credit card transactions
- Hold pickup authorization

The Baldwin Public Library uses and links to resources owned and operated by third parties, including integrated library systems, offsite computer services, databases, and electronic journals. We license these resources for use by Baldwin patrons. The Library makes every attempt to include user privacy protections in license agreements with third parties. However, because the use of these websites and resources is not governed by the Baldwin Public Library, we strongly recommend that you review the privacy policies of the websites that you visit. When

connecting to licensed resources outside the Library, we authenticate users as Library Cardholders and do not provide any personally identifiable information.

Use of the Library's Computers and Online Services

Private information is cleared off public computers with software after each session ends.

When visiting the Library's website, the Library automatically collects and stores only the following information about the visit:

- The Internet domain and IP address from which access to our web site is gained
- The type of browser and operating system used to access the Library's site
- The date and time of access to the Library's site
- The pages visited and for how long
- The address of the website from which the initial visit to www.baldwinlib.org was launched, if any.

The Library uses this information to help the Library make its site more useful to visitors and to learn about the number of visitors to our site and the types of technology our visitors use. Data collected is not connected to your personal information or identity.

Please see the *Library's Electronic Device, Network, and Internet Use Policy* for further information about technology use within the Library.

How We Use Your Information

Access to records shall be restricted as much as possible and treated as confidential.

- Staff shall only access records required to complete Library work as assigned and appropriate to job duties.
- Staff shall only provide account information to the Library Cardholder, unless the person inquiring is listed as a parent, legal guardian, or authorized user.
- The Library may share records with designated agents of the Library if required for the conduct of the Library's activities, e.g., a collection agency.
- The Library may use records to distribute library-related information to registered borrowers.
- If the Library requests the assistance of a law enforcement officer directly or on behalf of a patron, and the Library Director determines that records produced by a surveillance device may assist the law enforcement office to render the requested assistance, the Library may disclose the records to the law enforcement officer upon request.
- Any other disclosure of library records is prohibited unless required by law.

Policy adopted by the Baldwin Public Library Board May 17,1971

Revised April 21, 2003

Revised February 15, 2016