

Privacy Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Your Right to Privacy

The Baldwin Public Library (BPL) 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 BPL takes to respect and protect your privacy when you use BPL 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 \(k\)](#) and amended as [Public Act 315 of 2020](#), 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. BPL 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, BPS school ID#, wireless provider (if applicable), preferred name
- Materials currently checked out
- Last Patron to checkout an item
- Overdue materials
- Notice history
- Fines paid or waived
- Meeting room applications
- Event registrations
- Summer Reading application
- Internet access
- Credit card transactions
- Hold pickup authorization
- Reading history (if enabled by patron)

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. BPL 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 BPL's website, BPL automatically collects and stores information about the visit, including but not limited to:

- 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 BPL's website
- The date and time of access to BPL's website
- The pages visited and for how long
- The links clicked on and all files downloaded
- The type of device the visitor used to access the site (desktop, mobile, etc.)
- The address of the website from which the initial visit to www.baldwinlib.org was launched, if any.

BPL 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.

- Employees of BPL shall only access records required to complete Library work as assigned and appropriate to job duties.
- Employees of BPL shall only provide account information to the Library Cardholder, unless the person inquiring is listed as a parent, legal guardian, or authorized user.
- BPL may use records to distribute library-related information to registered borrowers.
- BPL may report information about the delinquent account of a patron who obtains materials from BPL to a collection agency under contract with BPL. BPL shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
- BPL may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.
- If BPL 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, BPL may disclose the records to the law enforcement officer upon request.
- Any other disclosure of library records is prohibited unless required by law.