



Farmington Community Library User Privacy & Confidentiality Policy

I. Introduction

The Farmington Community Library is committed to protecting the privacy of our users, donors and other contacts, no matter their age.

Libraries serve as forums for the pursuit and exchange of knowledge, information and ideas. We are an impartial resource providing information on all points of view to all persons. As such, it is essential that libraries provide the privacy that will free individuals from fear of scrutiny, intrusive behavior or intimidation.

The confidentiality of library records is a basic principle of librarianship. This principle is reflected in Article III of the American Library Association's *Code of Ethics* which states "We (librarians) protect each user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed, acquired or transmitted." Additionally, Michigan has a state law (the *Michigan Library Privacy Act 455 of 1982*), that protects the confidentiality of all library records.

This privacy statement explains your privacy and confidentiality rights and responsibilities, the steps the Farmington Community Library takes to respect and protect your privacy when you use Library resources, and how we deal with personally identifiable information we collect from our users.

II. Privacy and Confidentiality Practices

Notice and Openness

- We post publicly the Library's privacy and information-gathering practices. Whenever practices change, we notify our users.
- We avoid creating unnecessary records, we avoid retaining records not needed for Library business purposes and we do not engage in practices that might place information on public view.
- Information we may gather and retain about current Library users includes the following:

- Information required in order to register for Library card (e.g. name, address, telephone number, e-mail address, birth date)
- Records of material currently checked out, charges owed, payments made
- Electronically-accessed information which is deleted upon logoff or closure of a web browser
- Requests for interlibrary loan or reference service
- Sign-up information for Library classes or programs

Choice and Consent

- We will not collect or retain your private and personally identifiable information without your consent. If you consent to give us your personally identifiable information, we will keep it confidential and will not sell, license or disclose personal information to any third party, except an agent working under contract to the Library, without your consent, unless we are required by law to do so.
- We never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without your written consent, unless we are required by law to do so.
- If we make a service available for your convenience that may in some way lessen our ability to protect the privacy of your personally identifiable information or the confidentiality of information about your use of Library materials and services, we will: 1.) Provide you with a privacy warning regarding that service; and 2.) Make it possible for you to “opt in” or “opt out” of that service.

User Access and Responsibility

- You are entitled to view your personally identifiable information and are responsible for keeping your information accurate and up-to-date. The Library will explain the process for accessing or updating your information.

Data Integrity and Security

- We take all reasonable steps to assure data integrity.
- We protect personally identifiable information by electronically purging or manually shredding data once it is no longer needed for Library business purposes.
- We have invested in appropriate technology to protect the security of any personally identifiable information while it is in the Library’s custody.
- We ensure that aggregate, summary data is stripped of personally identifiable information.
- We regularly remove cookies, Web history, cached files or other computer and Internet use records and other software code that is placed on our computers or networks.

Parents and Children

- We respect the privacy and confidentiality of all Library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to

their child's Library records must have given consent for release of the child's records on the Application for a Library Card and must provide the child's Library card or card number.

Third Party Security

- We ensure that the Library's contracts, licenses and offsite computer service arrangements reflect our policies and legal obligations concerning user privacy and confidentiality. Our agreements address appropriate restrictions on the use, aggregation, dissemination and sale of that information, particularly information about minors.
- When connecting to licensed databases outside the Library, information that authenticates users is processed by a firewalled proxy server within the Library and not relayed outside the Library building; instead, the user's IP address is masked within the Library's own IP address. Nevertheless, users must be aware, when accessing remote sites, that there are limits to the privacy protection the Library can provide.
- Some users may choose to take advantage of RSS feeds from the Library catalog, public blogs, hold and overdue notices via e-mail or text message and similar services that send personal information related to Library use via public communication networks. These users must also be aware that the Library has limited ability to protect the privacy of this information once it is outside our control.

Cookies

- Users accessing the Library's Web site may need to enable cookies within their browser in order to access a number of resources available through the Library. Our Library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed Library resources and to customize Web pages to that user's specification. Cookies sent by our Library servers will disappear soon after the user's computer browser is closed.

Security Measures

- Our procedures limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. We limit access through use of passwords and storage of data on secure servers or computers that are inaccessible from a modem or network connection.

Staff Access to Personal Data

- Library staff may access personal data stored in the Library's computer system only for the purpose of performing their assigned Library duties. Staff will not disclose any personal data we collect from you to any other party except where required by law or to fulfill your service request. The Library does not sell, lease or give users' personal information to companies, governmental agencies or individuals except as required by law or with the user's authorization.

Enforcement and Redress

- If you have a question, concern or complaint about our handling of your privacy and confidentiality rights, you may file written comments with the Library Director.

- We will respond in a timely manner and may conduct a privacy investigation or review of practices and procedures. We conduct such reviews regularly to insure compliance with the principles outlined in this statement.
- The Library Director is custodian of Library records and is the only party authorized to receive or comply with public records, requests or inquiries from law enforcement officers. The Director may delegate this authority to designated members of the Library's management team. The Director confers with the Library's Attorney before determining the proper response to any request for records. Unless ordered by a court, we will not make Library records available to any agency of state, federal or local government. We have trained all Library staff and volunteers to refer any law enforcement inquiries to the Library Director.

Illegal Activity Prohibited and Not Protected

- Users may conduct only legal activity while using Library resources and services. Nothing in this statement prevents the Library from exercising its right to enforce its Expected Behaviors Policy, protect its facilities, network and equipment from harm or prevent the use of Library facilities and equipment for illegal purposes. The Library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or Library policy is suspected. Staff is authorized to take immediate action to protect the security of Library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.

Approved by the Board of Trustees, March 11, 2010