

Siuslaw Public Library District
Library User Privacy Policy

The Siuslaw Public Library District (Library) recognizes that all Library users and patrons, regardless of age, have a right to confidentiality and privacy regarding information sought or received and resources consulted, borrowed, acquired, or transmitted. Guardians of minor children, defined as younger than sixteen years of age, have the right to access their children's records.

Protecting the privacy and confidentiality of Library users is a fundamental library value and is part of the American Library Association's Code of Ethics.

Oregon State Law recognizes the Library as a public body subject to Oregon Public Records Law. The Oregon Revised Statute 192.502 exempts from disclosure under open records law:

"The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron."

This law allows the library to set policies to protect library circulation and registration records from disclosure. In setting these policies, the library tries to strike a balance between the privacy of the user and convenience for that same user.

Information the Library may gather and retain about current library users includes the following:

- Information required to register for a library card (i.e. name, address, telephone number, email address, birthdate, and the identification number associated with proof of identification)
- Records of material checked out, bills owed, payments made
- Electronic access information (e.g. signing-up to use a library computer)
- Requests for interlibrary loan or reference services
- Reservations for a library-provided room or program

- Information about search topics, but not in a way that contains any personal information about the person doing the searching

Choice, Consent, and Responsibility

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 use it only for library business purposes. We will keep it confidential and will not sell, license, or disclose personal information to any third party 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 also providing you an opportunity to prohibit such unrelated uses, 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.

You may choose to designate a “proxy” user for your account. Please remember that granting another person proxy status for your account may also give that user access to any personal information associated with that account. Additionally, giving your physical library card, account number, and/or PIN to someone else may allow them to access private information associated with your library use or personally identifiable information. It is your responsibility to report any changes to your preferences or status and any lost or stolen card immediately to ensure that your information remains secure and private.

User Access

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

Data Integrity and Security

We take reasonable steps to ensure 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 aggregate summary data, which is stripped of personally identifiable information. We regularly remove cookies, search history, cached files, or other computer and internet use records and other software code that is placed on our computers or networks.

Third Party Security

We ensure that the library's contracts and licenses 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.

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 the Library's Patron Code of Conduct, 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. Library employees are 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.

Release of information

Only the Library Director or the Library Board of Directors, after conferring with legal counsel, is authorized to accept or comply with subpoenas, warrants, court orders, or other investigatory documents directed to the library or pertaining to library property.

Adopted by the Board of Directors: October 21, 2020