

Privacy and Confidentiality of Library Records

The East Parker County Library protects the privacy and confidentiality of all library users regardless of age.

Our commitment to you privacy and confidentiality has roots in the law and also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

This privacy statement explains your privacy and confidentiality rights and responsibilities, the steps the 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.

Privacy and Confidentiality Practices

Notice and Openness

We avoid creating unnecessary records and retaining records not needed for library purposes. 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 to register for a library card (name, address, phone number, email address, date of birth).
- Records of material checked out, charges owed, payments made
- Electronic access information
- Requests for interlibrary loan or reference service
- Sign-up information for programs and events.

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 also providing you an opportunity to prohibit such unrelated uses, unless we are required by law to do so.

EPCL Policy Privacy and Confidentiality of Library Record 1-8-2016

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 provide you with a privacy warning regarding that service and make it possible for you to “opt in” or “opt out” of that service.

User Access and Responsibility

You are entitled to view you 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.

Parents and Children

We respect the privacy and confidentiality of all library users regardless their age. Parents or guardians of a child under age eighteen (18) who wish to obtain access to their child’s library records must provide the child’s library card or card number.

Items on Hold

Items placed on hold for library users are shelved by the user’s last name in public areas of our library. Users who do not want their holds shelved by last name may have their holds shelved by a unique user ID number (NOT the library card number).

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 Director of the library. We will respond in a timely manner and may conduct a privacy investigation or review of practices and procedures.

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 Behavior Rules; 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.