

3. Confidentiality of Library Records and Privacy

3.1 Confidentiality

As per New York State Law (Civil Practice Laws and Rules sec §4509) patron information contained in Library records, including but not limited to: registration information such as address or telephone number, items checked out, or information questions asked, will NOT be made available to any person or group except as indicated below.

Such records:

- may be disclosed to the extent necessary for the proper operation of the Library (overdue retrieval or collection purposes);
- shall be disclosed upon request or consent of the user
- shall be disclosed in response to a subpoena or court order or where otherwise required by statute. All subpoenas or court orders will be given to the Library Director and reviewed by the Town Attorney.

Under New York State Law, if you are signing for a library card for someone under age 16, the library is, under the above law, prohibited from revealing that minor's borrowed materials to you.

3.2 Privacy Policy

The Library may use patron information for library mailings and emails.

The Library has an associated non-profit fundraising group known as the Friends of the William K. Sanford Town Library ("Friend group"). To assist the Friend group with membership drives and fundraising activities the Library shares patron contact information including mailing address and email address. A patron not wishing to be contacted by the Friends group may notify the Library and be removed from that list.

When patrons visit the library website, the Library collects and stores only information needed to measure the number of visitors to different areas of the site and to assist in making the site more useful. Website and computer usage data is separate from individual library account data. This privacy statement applies only to the library web site. This web site contains links to other sites that may have different privacy practices.

Search histories when a patron utilizes the Library's systems (catalog, library computers and WIFI) are not saved in the Patron's Library record.

Some databases the library offers on the website require the barcode number from the user's library card for verification purposes. Database vendors will not have access to patron records.

The library does not collect or sell users' information for commercial purposes.

As a public institution the Library is legally obligated to comply with the Patriot Act.

Items that have been returned are automatically erased from a patron's record, unless they have opted to save their checkout history.

ADOPTED: March 16, 2022. History and background for this policy are located in the Office of the Director of the Library.