

## **Adrian District Library Privacy Policy**

### **Commitment to Privacy**

Protecting the privacy of library users is very important to the Adrian District Library. This notice explains the steps the library has taken and what patron choices are in this effort. This notice is posted on the library's website and copies are available at the library's public service desks.

### **Confidentiality of Library Records**

Adrian District Library complies with the Michigan Library Privacy Act, as now existing or hereafter amended, which dictates that most library records are confidential and protected. A library record is defined as "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."

Library staff will not release or disclose a library record or a portion of a library record or a portion of a library record to a person without the written consent of the person liable for payment for or return of the materials unless:

- A court has ordered the release or disclosure after giving the Library notice of the request and an opportunity to be heard on the request;
- The Library or an employee or agent of the Library may report information, without court order, about the delinquent account of a patron who obtains materials from the Library to a collection agency under contract with the Library.
- The Library or an employee or agent of the Library may disclose library records, without a court order, to another library or library cooperative for the purpose of conducting interlibrary loans. Information about a minor's library account may be provided to the parent or guardian who signed the minor's library card application.

### **Patriot Act**

The 2001 USA Patriot Act expands federal law enforcement's surveillance, seizure, and investigative powers. Within a library, this could mean that a search warrant might be used to obtain information. A search warrant can be executed immediately whereas a subpoena allows a period of time to respond to and possibly contest the court's request.

Should library records be requested under the USA Patriot Act, the law states that in certain circumstances, library staff cannot inform the person about whom the information is requested, cannot speak to co-workers, the media, or other government officials about the inquiry. Such requests, should they occur, may only be reported to the Library Director or Assistant Director.

## **Information Obtained by the Library and How It Is Used**

All information patrons supply to the library, whether in person or online, is covered by these guidelines. This might include such information as:

- Name, address, city, state, zip code and email address
- Home, Work and/or mobile phone number
- Library card number
- Date of birth
- Gender
- Special notes and/or comments, including choice of username and password for account access
- Preferences to receive or not receive newsletters and/or special event or circulation-related notifications
- Name of school or grade level
- Records of patron library accounts, including materials that have been borrowed or requested in the past
- Other communications between patrons and library staff

The library uses return email addresses to answer emails received and to confirm online program registrations. Email and mailing addresses are used to send overdue notices and bills for damaged or lost items not returned to the library and may be used to contact library patrons when a problem or question arises about their account, such as when an item is returned damaged or is missing pieces. Such addresses are not used for any other purpose, except as allowed above, and are not sold to outside parties.

## **Security Cameras**

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the library's Patron Behavior Policy and to assist library staff in preventing the occurrence of any violations. Security cameras record 24 hours a day/7 days a week at 27 points inside and outside the library. The monitoring is overwritten when the database is full so that ongoing security information is only kept for a minimum time, generally not exceeding a week. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or staff-only areas. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property.

Pursuant to law, such surveillance footage is not a library record and may be disclosed to third parties so long as the surveillance footage does not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

The library discloses the use of surveillance cameras by signage at the entry doors.

### **Commitment to Security**

The library has established appropriate physical, electronic, and managerial procedures in an effort to safeguard and secure the patron information collected to prevent unauthorized access, to maintain data security, and to ensure the correct use of information. The library cannot, however, guarantee that patron information collected would never be accessed by unauthorized users.

This statement of privacy does not apply to email and other electronic communications that are sent and received outside of this library via the Internet. On the Internet, there is no reasonable expectation of privacy.

### **Outside Websites**

The library's website includes links to outside sites. Those sites, and any others that library users choose to go to, may have different privacy statements and the library's Privacy Statement does not apply. The Adrian District Library is not responsible for protecting personal information gathered by outside websites.

Originally approved by the Adrian District Library Board of Trustees on January 15, 2019.  
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