

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, which dictates that most library records are confidential and protected. Library staff will not make any information about patrons and their use of library services or materials available to anyone or any group except:

- The library will provide information to law enforcement personnel if presented with a court order, search warrant or subpoena. If a court order, search warrant or subpoena is issued, before complying, the library will consult legal counsel to assure the document is in proper form.
- Special circumstances, such as emergencies involving public health/safety, may require an immediate decision. In such cases, the Library Director, Assistant Director or other designated staff member will be contacted, and legal counsel will be consulted when possible.
- 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 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. 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.

Extracts of the monitors can be made by storing certain segments of the data to an external flash drive. These copies are made when security breaches occur or disciplinary action under the Patron Behavior Policy occurs. These materials are kept by the Library Director in a locked safe until the purpose for creating the copy is served. At that time, the copies are destroyed. These copies are considered library records and can only be released to third parties with the permission of the individuals involved or by court order.

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.

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