

Cuba Circulating Library

PATRON AND RECORDS CONFIDENTIALITY POLICY

PURPOSE: The Cuba Circulating Library is committed to patron confidentiality. The confidentiality of library records is a core part of library ethics and the Cuba Library follows the Code of Ethics of the American Library Association.

POLICY: Under New York State Civil Practice Law & Rules Section 4509: "Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute."

Children have the same rights under this law as adults. Their records can only be accessed through the library card. Signing a minor's card only shows acceptance of fines and fees; it does not exempt parents or guardians from New York law. Patrons who do not want their children's records to remain private should check out their children's items on their own cards.

Circulation, registration information, and information retrieval records may not be disclosed except to:

1. The cardholder (with card or other proper identification). NOTE: This is regardless of age or relationship. For example, parents or caregivers cannot be told what materials a child has checked out without the child's consent.
2. Staff acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
3. Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.
4. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director and President of the Board of Trustees, and such other individuals selected by the President of the Board of Trustees, will consult with legal counsel to determine what steps to take, if any.

The library occasionally conducts promotional campaigns to inform the community of our services. The library at those times uses patron email or postal address for the library's internal mailing lists.

The library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

Confidentiality and Our Website

When patrons visit the Cubalibrary.org website, the library collects and stores only information to measure the number of visitors to different areas of the site to assist in making the site more useful. The information includes:

1. The address (IP) of the patron's computer or internet provider;
2. The date and time the patron accessed our site;
3. The pages that are accessed and how patrons navigate the site; and
4. The internet address of the web site that referred the patron to the library's site

Website data is separate from individual library account data. The library cannot look up patron library records to determine what websites were visited. The Cuba Library also offers a wireless network that allows patrons to connect to the internet. Please be aware that data accessed and sent over the library's wireless network is not encrypted.

If a patron initiates a reference inquiry, PIN form or subscribes to the library's newsletter on the BPL web site, this information is considered as part of the borrower account and protected as outlined above.

Online suggestions and other general email to the library which do not apply to borrowing or intellectual pursuits may be considered public records.

The Cubalibrary.org web site contains links to external websites not maintained by the library. The library cannot be responsible for user privacy when visiting outside web sites. Please consult the privacy policies of those websites should there be questions regarding their use.