

5.9 Confidentiality and Privacy

Our commitment to privacy and confidentiality has deep roots not only in the law but 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."

1. Circulation, registration information, and information retrieval records may not be disclosed except to:
 - a. The cardholder (with card or other proper id). NOTE: This is regardless of age or relationship. For example, parents cannot be told what materials a child 13 or older has checked out without the child's consent.
 - b. Library staff acting within the scope of their duties in the administration of the library system and in facilitating inter library loans.
 - c. Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.
 - d. 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 will consult with the Schenectady County Attorney to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

The library collects only that personally identifiable information about patrons that is necessary to ensure the proper operation of the Library and otherwise required for access to Library resources or participation in Library functions, including, but not limited to, the use of the website.

Notwithstanding the previous principal, patrons should not have the expectation of complete privacy and confidentiality. Library employees working within the scope of their duties will have access to personal information.

When anyone visits the Library's website, non-personal information (such as cookies, IP address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.

The Library will not sell, lease, or otherwise distribute or disclose a patron's e-mail address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.

Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.

To use Schenectady County Public Library databases remotely users are asked for their Schenectady County Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

Photos and videos which may appear on the Library's websites are gathered from public programs, events, and Library spaces. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

Radio Frequency Identification. The only information stored on the RFID chip/tag will be limited to the item barcode, as well as a security bit that indicates if the item is in or out of the library.

1. RFID technology will not be used for library cards.
2. All local, state and/or federal legislation relating to RFID and library usage will be fully complied with.

Photography and Recording

1. By entering the Library, patrons consent, and authorize without restriction or compensation, to the possible use of their image appearing in photography, audio, video, or other formats which may be included in media or marketing.
2. Professional, promotional, or news photography and videography are prohibited unless approved by the Director or his or her designee.
3. Personal photography should not record any library patron without prior consent.

The Library may use visitor information for new, unanticipated, uses not previously disclosed in this policy.

When the Library's information practices change, the Library will post the changes on its website to notify patrons and provide them with the opportunity to opt out of these new uses. Any concerns about how patron information is used should be directed to the Director, who, with the staff, enforces this policy.