

## Privacy Policy

**Flagler County Public Library is committed to protecting the privacy and confidentiality of patrons at our library or using our website.**

- Confidentiality extends not only to materials consulted or borrowed, but also to a patron's identity as a library user, information sought or received, database search records, reference interviews, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.
- Privacy is the right to seek information through library resources without having the subject of your interest known or examined by others. Confidentiality exists when a library is in possession of personally identifiable information about individuals and keeps that information private on their behalf
- Personally identifiable information may consist of, among other things, a patron's: name, address phone number, library card number and e-mail address.
- The courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. This library's privacy and confidentiality policies are in compliance with applicable federal, state, and local laws.
- With technology changes, increased incidence of identity theft and the US Patriot Act, we feel that you have the right to know when any library transaction creates a record of personally identifiable information, and how such information is used and its confidentiality protected. Our library will not share data on individuals unless required by law.

### Relevant Laws:

- **Confidentiality of Registration and Circulation Records – Florida Statutes Section 257-261**

All registration and circulation records, except for statistics, are held to be confidential by library staff. Registration and Circulation information is required by the library in order to provide service to the patrons. Except in accordance with a proper judicial order, an employee may not reveal any information made confidential by this statute.

1. As used in this section, the term "registration records" includes any information that a library requires a customer to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all the information that identifies a patron who borrows books and other materials.

Any person who violates this section commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

- Under the **USA Patriot Act (Public Law 107-56)**, records of your library activities (including materials you borrow and your computer workstation usage) may be obtained by federal agents. That federal law prohibits library staff from informing you or anyone else if federal agents have obtained records about you.
- **Code of Ethics of the American Library Association.** 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.

### Information Collected:

When you choose to provide personally identifiable information to us to conduct a library transaction, we collect only the minimum amount of personal information required to process your request. Elements of this information, with the personal links stripped out, may be used to develop internal statistical reports. Examples of personally identifiable information which may be required to complete a library transaction include:

- Name
- Mailing address
- Telephone number
- Birthdate
- Library card number

- E-mail address
- Drivers License Number
- Last 4 digits of Social Security Number

### **Library Website Confidentiality:**

The library website is governed by this Privacy Policy and our Internet Use Policy. We collect non-personal information from visitors to the website for statistical analysis, site assessment, server performance, troubleshooting and other management purposes.

- Login information for access to library computers is deleted from our records after one day.
- We keep non-personal information about logins and website visits for statistical analysis and other management purposes, ONLY.
- Logs of site visits and of customer created documents are automatically deleted every time a computer reboots, and the logs are purged nightly.

There is no inherent link to personally identifiable information in computer communications, unless **you** have provided that information in the content of your transaction. Our website contains links to external websites and licensed databases. The library is not responsible for the privacy practices, security content of these external sites. We strongly recommend that you familiarize yourself with the privacy and security information for any site you visit.

Since the library uses standard systems and communication methods beyond its direct control, no guarantee can be made ensuring that transactions over the Internet or local network, by mail, e-mail, telephone or at a public service desk are secure and confidential. While every care is exercised to protect our systems and servers from unauthorized access, the library may be vulnerable to temporary breaches of security, therefore we recommend the following:

- Always log/sign off of personal message sites. Clicking the “X” box to exit is not sufficient.
- Never place a check in the box indicating your wish to have the program remember your identity.
- Do not share user IDs or passwords.
- Select passwords which are easy for you to remember, but difficult for others to guess.

If you have questions or concerns about this privacy statement, or the practices of this library, please feel free to contact us.