

## GERING PUBLIC LIBRARY PRIVACY POLICY

### General Policy & Purpose

Your privacy is important to us, so we do everything we can to protect and respect your personal information and keep your library use and records confidential. The Gering Public Library (GPL) follows the American Library Association's Bill of Rights. Article VI states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." Therefore, GPL strives to collect the least amount of personally identifiable information we can and avoids creating unnecessary records. Our library does not share your personally identifiable information with third parties unless required by law.

GPL reserves the right to withhold any records or information which, when examined with or without other records, reveal the identity of any library patron using the library's materials or services, pursuant to Neb.Rev.Stat. 84-712.05.

### Procedure for Information Requests

The following requests for information: subpoena, warrant, court order, Freedom of Information Act (FOIA) will be immediately referred to the Library Director. If the Library Director is not in the building the request will be immediately referred to the City of Gering Clerk.

**Subpoena:** the request will receive a response within ten business days. The Library Director will immediately refer the subpoena to the city's legal counsel for review.

**FOIA:** A City of Gering Request for Records form will be given to the person making the request and they will receive a response within four business days or as allowable by statute.

**Warrant or court order:** the request will be executed as indicated within the warrant or court order. The Library Director will immediately refer the court order or warrant to the city's legal counsel for review.

### What Information Do We Collect and Why?

We may collect the following personal information to access library services:

- Name
- Date of Birth
- Address
- Telephone Number and/or Email Address
- Library barcode number
- Items currently checked-out, hold requests, and current interlibrary loans
- Fee and payment history
- Sign-up information for library classes and events
- Demographic information

To ensure equal access to limited, shared, public resources, you will be asked to present an official photo ID when registering for a library card. This ensures we issue one card per user, promotes account accuracy and connects transactions with the correct user. Demographic information may be collected so that we can evaluate how well we are equitably serving the whole community.

## Who Has Access to Your Account?

All library customer records are confidential. Library records may only be disclosed to:

- Library staff performing job duties.
- The account owner, upon presentation of their library card or proof of identity. Any person in possession of a physical library card or a library card number is assumed to be the account holder or have the permission of the account holder to access the account. Make sure to report lost or stolen cards immediately and only share your card number with people you trust.
- Law enforcement with a court order or subpoena, or to such person or persons as may be required by law.

If you forget your library card, you can check out items with a photo ID or by submitting identifying information. In order to retrieve account information without a library card you will need to show a photo ID. Additionally, your hold items will check out only to your library card. If you want a friend or family member to pick up your hold items, be sure to give them your card.

Someone else may pay your fees, but specific information about your account history will not be disclosed to anyone but you.

The library record of a child has the same confidentiality protection under library policy as that of any other patrons with the following exceptions:

- Parents or legal guardians are permitted access to the records of their children under the age of 13 years old.
- Parents or legal guardians of children ages 13 through 19 years old are permitted to know only the number of items, not titles, authors, or subjects, checked out on their child's library card, unless the minor accompanies the parent or legal guardian to the library and grants permission for access.

We ask parents to use their child's library card when checking out, renewing or paying fees on items for their child or requesting information about their child's records.

Gering Public Library recognizes that parents or legal guardians have assumed the financial responsibility for materials charged out to their children's cards; therefore, parents or legal guardians will be provided with specific information about their minor child's library records when materials are overdue or lost.

## Library Materials and Borrowing History

The library does not keep a record of your borrowing history beyond operational requirements, unless you choose to opt-in to saving your borrowing history as a first-time library card applicant. Once you return an item, any record of it is removed from your account.

## Data & Network Security

The library is committed to data security and keeping personally identifiable information safe. The library monitors network activity to identify unauthorized attempts to upload or change information or otherwise cause damage. The library operates secure data networks using industry standard security hardware and software protection measures and following recognized Information Security standards and frameworks. Only authorized individuals have access to the information provided by our users.

## **Public Computers and Wireless Network**

The library does not keep a record of your activities on any public computer or on our wireless network. Any record of browsing history and activities on our public computers are removed when you log out. No personally identifiable information is collected by the library when you use the library's public wireless network to connect your device to the internet.

## **Surveillance Cameras**

Our library has surveillance cameras inside the building. Video footage may be stored for up to 21 days. Release of any surveillance video footage will only be shared as required by law or as necessary for the reasonable operation of the Library.

## **Library Website**

### **What info is collected when you visit the library website?**

The information collected by the library's website could include:

- URL of the web site you visited previous to the library's website
- Domain names and/or IP addresses
- The browser version you are using to access the web site
- Hardware and software type and language
- Cookie data
- Date and time of requests
- Demographic data Interaction data
- Page Views, click data, and navigation flow

## **Non-library Websites**

Non-library websites may be linked through the library's website and may not follow the same privacy policies as the library. Visitors to such sites are advised to check the privacy statements of such sites and to be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

## **3rd Party Vendors**

Some online services offered by the library are serviced by third-party vendors. The library works with third-party vendors to provide online learning, digital collections, streaming media content, analytics, and more. These vendors have their own privacy policies and terms of service and they are not beholden to the library's privacy policies or terms of service. Check the vendor's privacy statement and terms of service to learn more about how your data is tracked, stored, and used by them.