

	Clay County Library Policy\Procedure	Policy Date(s)
INT-002.1	Privacy Statement	

Our Commitment to Privacy

Protecting your privacy is very important to library. Listed below are the steps we have taken to ensure your privacy. This notice is located on our website and in locations where we request information from you.

Confidentiality of Library Records

We adhere to Florida Statute *257.261 Library registration and circulation records*, which states that library records are confidential and are protected. We will not make any information that we require you to provide in order to become eligible to borrow books or other materials available to anyone or any group. In addition, any information that identifies the patrons who borrow particular books or other materials will also be protected except:

- A) If there's a court's order we will provide information to law enforcement personnel.
- B) If it's an emergency situation special circumstances, such as emergencies involving public health/safety, may require an immediate decision. In such cases, the Director, Assistant Director, Deputy Director, or other designated staff member will be contacted, and legal counsel will be consulted when possible.
- C) If necessary to collect fines or recover overdue books.
The laws of Florida allow disclosure to the patron, the parents or guardian if patron is less than 16 years of age, an entity that collects fines, law enforcement, or judicial officials.

Does the "Patriot Act" Change Things?

Yes, somewhat. 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 us 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 appropriate higher authority within the library.

To What Information Do These Rules Apply?

All information you supply to the library, whether in person at one of our branches or online, would be covered by these guidelines. This might include items such as:

- Name, address, city, state, zip code and e-mail address;
- Home and/or work 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 special event notifications;
- Name of school and grade and permission to contact school;
- Records of your library account, including materials you have borrowed or requested and are still outstanding;
- Other communications between you and the library.

We Never Sell Your Information

We do not sell information collected for library cards or received through our website to outside parties. We use return email addresses to answer the email we receive and to confirm online program and meeting room registrations. Mailing addresses are used solely by the county to send program notifications such as reserve notices, card expiration, lost or damaged materials, and overdue notices.

Our Commitment to Your Security

We have put in place appropriate physical, electronic, and managerial procedures in an effort to safeguard and secure the information we collect to prevent unauthorized access, to maintain data security and to ensure the correct use of information.

This statement of privacy does not apply to e-mail and other electronic communications that you send and receive outside of this library via the Internet. On the Internet, there is no reasonable expectation of privacy.

Outside Web Sites

The library's website includes links to outside sites. Those sites, and any other you may choose to go to, may have different privacy statements and the Library's Privacy Statement does not apply. The library is not responsible for protecting personal information gathered by outside websites.

Our Commitment to Children's Privacy

Protecting the privacy of minors is especially important to us. We urge parents to supervise their children's use of the Internet, especially when a child wishes to give out personal information online. Parents may wish to refer to *Child Safety on the Information Highway*, which is produced by the National Center for Missing and Exploited Children, as a further guide. It is available as a link to this *Policy* or by going to <http://www.safekids.com/child-safety-on-the-information-highway/>. We also recommend visiting <http://www.netsmartz.org>. "NetSmartz Workshop is an interactive, educational program of the National Center for Missing & Exploited Children® (NCMEC) that provides age-appropriate resources to help teach children how to be safer on- and offline"

Let Us Answer Your Questions

Should you have other questions or concerns about these privacy policies, please contact us at: <http://www.claycountygov.com/departments/library/contact-the-library>