

SECTION 4

POLICY STATEMENTS

I. PATRON PRIVACY

Protecting patron privacy is important. This policy outlines the Library's information practices, what information is collected, and how that information is used.

The Park County Library System recognizes the need to protect patrons' right to privacy regarding the questions they ask and the materials they borrow. No Park County Library staff member or volunteer will disclose patron information unless required to do so by law. Volunteers as well as staff members are asked to treat all information about patrons or library staff in a confidential manner. This includes all information that may be passed through word of mouth, computer documents, and other records.

A. CONFIDENTIALITY OF LIBRARY RECORDS

The Library complies with Wyoming Statute 16-4-203 as it pertains to individual privacy. [16-4-203. Right of inspection; grounds for denial; access of news media; order permitting or restricting disclosure; exceptions:

(ix) Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child;]

B. INFORMATION COLLECTED

Information collected or submitted to the Library in person or on the website. On some web pages patrons can place holds on materials, renew checked out items and request information. The types of personal information collected at the Library or online are:

- Name
- Address
- Proof of Identity (card registration only)
- Email address
- Library card barcode number
- Date/year of birth (card registration only)
- Materials currently checked out

- Fines due and overdue materials (until returned)

C. INFORMATION USE

The Library does not share information collected with outside parties, with these exceptions:

- Written authorization of the library user
- Court order
- U.S. Patriot Act
- Required by Law

Return email addresses are used to answer the email received from patrons and to send notification of overdue materials. Mailing addresses are used for overdue notices.

The Library will not sell, lease, or otherwise distribute or disclose patron email addresses, telephone phone numbers, borrower records or other personal information for non-library purposes to outside parties unless required by law.

The Library's WYLD System website uses "cookies" to allow patrons access to certain functions (such as the online catalog and electronic resources, etc) within the site. These cookie files do not capture any personal user information (such as email address or user passwords). Most temporary cookie files are automatically deleted when a browser is closed. Patrons may wish to check their own browser.

Some of the Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for patron privacy when they disclose information to outside websites. It is the patron's responsibility to protect personal information.

CHILDREN'S PRIVACY

Due to the ease with which children can divulge personal information on the Internet, as well as the possibility of inadvertently bringing up inappropriate sites, we urge parents to supervise their children's use of the Internet. Information collected by the Park County Library is not shared with any other agency or organization, unless required by law.