PRIVACY AND CONFIDENTIALITY POLICY

The Weston Public Library supports the principles of intellectual freedom described by the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to View, and Freedom to Read Statement.

The Library is required to comply with confidentiality requirements as presented in Connecticut State Statues. Pursuant to State Statue Sec. 11-25**:**

(b)(1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library. (2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records. (3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education. (4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.

Circulation Records and Handling of Personal Information

Library materials are circulated to patrons through the Bibliomation system. Bibliomation maintains its own Patron Privacy Policy and network security on behalf of its member libraries. All records retained in Bibliomation's system are subject to Bibliomation's Patron Privacy Policy. A copy of the policy is available at the Library.

The Library creates and maintains only those paper and electronic records that are deemed necessary to the efficient operation of the Library. Any inquiries, whether by phone, email, or in person, are considered confidential. The Library destroys all records containing personally identifiable information once the records are no longer considered necessary to the efficient operation of the Library, or the patron's information need is met. Please note that electronic communications are not necessarily secure against interception and may be subject to disclosure requirements of the Public Records Act or other legal disclosure requirements.

The Library may contact patrons by email or mail to provide patrons with information concerning the Library's services and programs and to notify patrons about Library items checked out to their account or items they have requested. Patrons may opt out of email notifications at any time by contacting the Library.

Library staff will not provide personal information or information regarding library transactions to anyone but the patron, or to anyone who is not a minor patron's parent or legal guardian, defined by the State of Connecticut defined by the State of Connecticut as any person below the age of 18, except in accordance with the "Surrender of Records" section below.

The Friends of the Library, a 501(c)(3) that supports Library programming, maintains its own email list. Patrons will have the option to join that email list when registering for a Library card.

Third Party Services and Internet Communications

The Library is equipped with 11 Internet workstations. No record of a patron's computer use or search activity is maintained by the Library. The Library assumes no responsibility for the security or confidentiality of any data that a patron sends to another computer server during an Internet session and, although transactions are erased regularly, data can remain on the hard drive of a computer.

The Library provides access to a variety of third-party databases and services. The Library seeks to ensure that contracts, licenses, and offsite computer service agreements reflect the Library's policies concerning privacy and confidentiality. If a user seeks to access such a database or service through the Library, the Library only provides information that authenticates the user as a registered Weston Library patron and does not provide personally identifiable information about the user. Any election to use such databases or services from a third-party will constitute your agreement to the terms of any privacy policy applicable to that content or service. The Library encourages users to review the privacy policies of all third-party providers.

Surrender of Records

Information contained in Library records above shall not be made available by any Library trustee, employee, or other associated person to any person or to any agency of federal, state, or local government without the permission of the patron involved, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order, or subpoena, the library's Board of Trustees will consult with Town Counsel to determine if such process, order, or subpoena is in proper form. If the process, order, or subpoena is not in proper form, they will insist that such defects be cured before compliance is granted. Patron information as specified above shall be provided to the proper authority when a proper show of good cause has been made in a court of competent jurisdiction.

The Library Board of Trustees reserves the right to amend this policy at any time.

Adopted June 3, 2003. Amended December 5, 2017, March 8, 2023 (logo removal only).