

BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 122

TITLE: Network Privacy Policy

DATE ISSUED: May 2022

STATEMENT OF PURPOSE

Personal privacy is a basic cornerstone for the exercise of free speech, free inquiry, and free association in a democracy. Libraries have long been considered essential to the exercise of First Amendment rights in the United States by an informed citizenry. Courts have recognized many aspects of a right to personal privacy enjoyed by all Americans, and state constitutions and statutes afford added protections for that right. The Pennsylvania Supreme Court has held that the Commonwealth's Constitution affords protection for the privacy of state residents, and the confidentiality of library users' circulation data is specifically safeguarded by statute.

Consistent with these values, BPPL is committed to respecting and protecting the privacy of users and employees. We are committed to maintaining the privacy of users of the network maintained by the eiNetwork, and we will treat as confidential all records in our possession or control that reveal the identity or other personal information of library users.

STATEMENT OF POLICY

1. As a participating member of the eiNetwork, Bethel Park Public Library abides by that organization's policies on the storage and retention of your private information.

<https://librarycatalog.einetwork.net/Help/PrivacyPolicy>

2. For privacy reasons, Bethel Park Public Library staff cannot provide advice on legal, financial, medical, or other sensitive topics. Library staff cannot fill out forms or complete applications for individual patrons. Bethel Park Public Library staff cannot advise or assist with any financial transactions.
3. Patrons are responsible for protecting their own personal information while using library provided computers and Wi-Fi services.
4. Bethel Park Public Library has a strong commitment to protect the privacy of customers who use our services. To provide services, the Library collects and maintains personally identifiable information about customers. The personal information the Library collects includes:
 - Name
 - Address
 - Email address
 - Phone number
 - Drivers license number or alternative state identification number
 - Name of parent or guardian for minors 17 and under

- Approved individuals designated to pick up reserves and/or pay late fees
- Library card number (used for materials request form and access to the library account)
- Materials on reserve or currently checked out to the customer
- Date of birth (used for library card application and program registration)

5. In providing services, the Library protects the privacy of customers. The Library adheres to the following policies:

- The Library does not share information collected with other outside parties except for possible uses related to the recovery of materials and fees.
- The Library uses email addresses to respond to the emails we receive, to confirm program registrations and occasionally to alert customers to new services they may want to use.

6. Privacy and Security on the Internet

The Library's website includes links to outside sites that may have different privacy policies than the Library. The Library is not responsible for customers' privacy when customers disclose information to outside websites. Users are cautioned that the Internet is not always secure and that the privacy of credit card transactions and other communications is not assured.