



## **Privacy and Security Camera Policy**

### **A. Privacy**

#### **I. Introduction: Your Right to Privacy**

Privacy is essential to the exercise of free speech, free thought, and free association. The courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Privacy has deep roots not only in law, but also in the ethics and practice of librarianship. In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

#### **II. Union Library Company of Hatborough Commitment to Confidentiality**

The Union Library Company of Hatborough (ULCH) recognizes your right to privacy regarding the questions you ask and the materials you borrow. This notice explains your privacy and confidentiality rights, the steps ULCH takes to respect and protect your privacy when you use library resources, and how ULCH deals with personally identifiable information collected from users.

#### **III. Confidentiality of library records**

Pennsylvania State Law mandates that "records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college, or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding." (PA 24 P.S. Section 4428)

#### **IV. Information ULCH Collects**

The Union Library Company of Hatborough collects the following personal information for library card registration: name, address(es), phone number(s), date of birth, email, and assigned barcode.

ULCH does not ask library visitors to identify themselves or reveal any personal information unless they are borrowing materials, requesting special services, registering for programs or classes, or making use of the ULCH public workstation computers. In-library computer users without a library card are asked to sign their name and to provide start and stop times.

Some of the databases ULCH offers require the barcode number of the user's library card for verification purposes. Database vendors do not have access to patron records. These sites may have different privacy policies.

## **V. How ULCH Protects Your Information**

Patron library use records are private and confidential under Pennsylvania law. ULCH will not collect or retain your private and personally identifiable information without your consent. Further, if you consent to give us your personally identifiable information, ULCH will keep it confidential and will not sell or license personal information to any third party without your consent, unless we are compelled to do so under the law or to comply with a court order. Only those authorized by ULCH have access to personally identifying information for the purpose of performing library work.

To ensure the privacy and confidentiality of individual library use records, patrons are advised to not allow others to use their library cards or library account information.

For library administrative purposes, information may be shared with certain individuals or corporations outside the library, such as automation vendors in the normal course of database creation and management or agencies utilized in the collection of overdue materials and outstanding fees.

ULCH never uses or shares the personally identifiable information provided to us online in ways unrelated to the ones described above, unless we are compelled to do so under the law or to comply with a court order.

In addition:

- Patron information will not appear on any circulation records available to the public
- Notice of overdue, lost, or reserved materials will be mailed or emailed securely
- Requests for information about materials associated with patron accounts (adult or child) can only be responded to if the patron provides the barcode number on the library card, or if patrons' accounts are associated
- In accordance with the ULCH Internet Use Policy, due legal process is required to access ULCH computers or any information stored therein

## **VI. Legal Compliance**

ULCH authorizes only the Library Director to receive or comply with requests from law enforcement officers. ULCH will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. ULCH will not respond to verbal requests.

As a public institution, ULCH is legally obligated to comply with the information request requirements of the Uniting and Strengthening America by Providing Appropriate Tools

Required to Intercept and Obstruct Terrorism Act, commonly known as the USA Patriot Act, enacted on October 26, 2001. Should library records be requested under the USA Patriot Act, the law states that library staff shall not inform the person about whom the information is requested, nor speak to co-workers, the media or other government officials about the inquiry.

## **VII. Redress**

Library users who have questions, concerns or complaints about the library's handling of their privacy and confidentiality rights should file written comments with the Library Director. ULCH will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

### **B. Security Cameras**

Security cameras are installed in the Union Library Company of Hatborough (ULCH) to protect the safety and security of library visitors and staff, as well as the building and its contents, while protecting individuals' rights to privacy. Staff and library patron safety is the first priority. The library cameras may also be used to assist law enforcement in prosecuting criminal activity. It is library policy that images from the security cameras will not be disclosed to patrons for any reason unless specifically authorized by the Director.

All images from the library security cameras are for the use of the library. At no time will staff release protected records, including video images, except through a process, subpoena, or court order pursuant to federal, state, or local law. Shared images may be posted in restricted staff areas for the purpose of identifying banned/barred patrons.

Surveillance cameras are positioned to monitor public areas of the library and are not used in rest rooms nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Images from cameras will be stored temporarily. Typically the images will not be reviewed unless an incident comes to the attention of library staff. In such a case, images will be reviewed and retained for as long as necessary.