

Kent County Public Library PRIVACY AND CONFIDENTIALITY POLICY

Policy:

Kent County Public Library's privacy and confidentiality policy is based on the ethics and practices of professional librarianship, and in accordance with the American Library Association's Code of Ethics, "we protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

Maryland state law (MD Code, GP § 4-308; ED § 23-108) protects patrons' library records against any unlawful "inspection, use, or disclosure" and provides specific legal criteria under which records can be inspected, used, or disclosed.

KCPL is committed to privacy and confidentiality for all library users, consistent with applicable federal, state, and local laws.

Library records may be subject to disclosure to law enforcement officials under provisions of state law, the USA PATRIOT Act (Public Law 107-56), or in a civil lawsuit. Librarians may be forbidden from reporting to you that your records have been requested or obtained under provisions of the USA PATRIOT Act.

Consistent with MD Code, GP, § 4-308; ED, § 23-108, we 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, showing good cause and in proper form. We have trained all library staff to refer any law enforcement inquiries to the Library Director.

Collection and Retention of Personal Information

KCPL collects and retains personal information in order to provide access to a library account and other library services, and to allow the library to perform and improve essential functions. In setting this policy, the library seeks to provide the ideal balance of privacy, customer service, and convenience.

Personally identifiable information will remain confidential and will not be sold, licensed, or disclosed to any third party, except those vendors working under contract with the library, or except as required by law.

Third Party Vendor Services

This privacy and confidentiality policy does not apply to external applications or websites you may access from the library's public computers, devices, or equipment, such as social media sites.

You may choose to take advantage of library-related services via e-mail or other communication methods that send personally identifiable information related to library use via public communication networks. You should be aware that the library has limited ability to protect the privacy of this information once it is outside our control.

When connecting to licensed databases and content providers outside the library, KCPL only releases information that authenticates users as registered KCPL users. Nevertheless, when accessing remote or third party vendor sites, there are limits to the privacy protection the library can provide.

Parents and Children

Parents and legal guardians of a child under age 18 who wish to obtain access to a child's library records must present the child's library card or confirm their identity as the minor's parent or legal guardian by displaying valid ID.

In accordance with COPPA (Children's Online Privacy Protection Act), we do not collect personally identifiable information from children under 13 without permission from their parent or legal guardian.

Security cameras

The Library in cooperation with the County uses security cameras at the Chestertown Branch which is a county-owned building to enhance the safety and security of library users, staff, and property, while at the same time, protecting your right to privacy. When necessary, recorded images are provided to law enforcement for the purpose of investigating or prosecuting criminal activity.

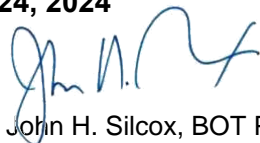
To protect your privacy, cameras are located where users would not have a reasonable expectation of privacy, such as entryways and public seating areas. Cameras are never installed in areas where members of the public and staff would have a reasonable expectation of privacy, such as restrooms.

Illegal activity prohibited and not protected

Library users may conduct only legal activity while using library resources, facilities, and services. Nothing in this policy prevents the library from exercising its right to enforce its Behavior Policy, protect its facilities, networks, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.

Date: June 24, 2024

Signature:



John H. Silcox, BOT President