

Crook County Library

Privacy Policy

Approved by the Library Board of Trustees on September 11, 2014
Revised by the Library Board of Trustees on November 6, 2019

We at Crook County Library believe that privacy is essential to the exercise of free speech, free thought, and free association. The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. In keeping with these principles, we endorse the American Library Association's statements on privacy and confidentiality of library records, which can be read here:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>

Our library is considered a public body subject to Oregon Public Records Law. However, ORS 192.355 provides the following exemption from disclosure of public records:

- Records showing the use of specific library materials by a named person; or
- Records showing the name of a patron together with the person's address, email address, or telephone number.

We are committed to protecting your library records. Upon issuance of a court order or Oregon public records request, we may be required to disclose your records to law enforcement agencies or courts of law. Depending on the court order, we may not be allowed to disclose to you or anyone else, with the exception of Crook County's legal counsel, that the records were released.

These records include, but are not limited to:

- Circulation records;
- Registration records; and
- Records regarding use of library information, materials, and services.

We will not make library records available to any agency of state, federal, or local government without first consulting county legal counsel and unless a valid subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the Library Director or designee.

To further protect your privacy, we will purge the following records according to the Oregon State Archives record retention schedule:

- Records with personally-identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of our computer networks or electronic resources that can be specifically identified with a particular user or device.

We reserve the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

Library staff and volunteers may access your personal data only for the purpose of performing their assigned library duties. We may only disclose circulation records to you or to other parties in the following instances:

- Records may be disclosed to the legal guardian of borrowers under the age of 17.
- Records may be disclosed to other persons upon your written consent. Written consent must be submitted to the Library Director or designee and will be valid for no more than one year from the date of submission. You may withdraw consent at any time.
- Records may be disclosed in compliance with a court order or where otherwise required by law.

Persons requesting access to library records may be required to submit proof of identification or other forms of documentation deemed necessary by the Library Director and County Counsel.

We do not sell, lease or give your personal information to companies, governmental agencies, or individuals, except as required by law or with your authorization. In all contracts with third-party agents, we will protect patron and staff privacy to the greatest extent reasonable under the circumstances. We do not allow use of library records for fundraising or political purposes.

Nothing in this statement prevents us from exercising our right to enforce our policies or prevent the use of library facilities and equipment for illegal purposes.