

MPPL: Privacy Policy

1. Statement of Principle

The MPPL seeks to protect the privacy of Library users and this policy explains how the Library attempts to achieve this. Our general approach is to gather only the information we need to provide library services (such as name, address, telephone number and email) and not to share that information.

However, all users need to be aware of the fact that we work with a number of partners, particularly in the area of digital services and the library catalog, and these companies have their own privacy policies. To that end we recommend that users read the privacy policy of the company that is providing a particular service. To make this easier, we will maintain a list of links to the privacy policies we work with and we will attempt to make it as comprehensive and accurate as possible.

2 – Library Records

The Mount Pleasant Public Library specifically recognizes its circulation records and other records identifying the names of users to be confidential in nature.

Such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of federal, state or local law which relates to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Library staff receiving a request to examine or obtain information relating to circulation or other records identifying the names of library users will immediately refer the request to the Library Director, or the highest responsible librarian, in her absence.

The Director, upon receipt of such process, order, or subpoena, shall consult with the library attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

If the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured before any records are released.

Any threats or unauthorized demands concerning circulation and other records identifying the names of library users shall be reported to the library attorney.

Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Library Director.

3 – WLS

The Library partners with the Westchester Library System to enhance the services we offer to our users. WLS provided services include the public catalog (ILS or Integrated Library System), public computers in our libraries and wireless internet access. All of these services are offered under the auspices of the WLS Privacy Policy.

4 – eContent and 3rd Party Services

We work with a number of partners to provide eContent (e.g., eBooks, eMusic). Before using these services, users should read the privacy policy of the company that is providing the service in question.

We also work with a number of third party service providers and technologies, including infrastructure, database and other similar service providers (“Third Party Providers”), to help deliver some of the Library’s online services to you. The Library may share your information with these Third Party Providers as necessary for those providers to provide services to the Library.

For your information and convenience, the Library also provides you access to third party collections, databases, widgets, applications, website, other similar services and collaborative features (collectively, “Third Party Platforms”) through the Library’s online platforms. When accessing Third Party Platforms through the Library website, be aware that any information shared with these platforms will be governed by their privacy policies and practices. The Library is not responsible for the privacy practices of the Third Party Platforms. The Library recommends that you read any applicable privacy notices and policies of any Third Party Platforms you access through the Library’s online Services before accessing those Third Party Platforms.

5 – Website & Cookies

Cookies are commonly used to provide useful features to website users. A cookie is a small text file that is sent to your browser from a website and stored on your computer’s hard drive. Cookies cannot read data from your hard disk or read cookie files that were created by other websites—the website that creates a cookie is the only one that a browser will permit to access it. The cookie itself does not contain any personally identifiable information, but may be used to tell when your computer has accessed MPPL’s website.

If you are concerned about the use of cookies, we suggest that you set your browser's options to notify you whenever a cookie is set or to disallow cookies altogether. You should be aware, however, that prohibiting the use of cookies may restrict your access to certain types of content or features.

6 – Disclaimer

The Library uses standard systems and communication methods beyond its direct control, and no guarantee can be made that transactions over the Internet or our local network, by mail or e-mail, by telephone or at a public service desk are infallibly secure and confidential. While utmost care is exercised to protect Library systems and servers from unauthorized access, no guarantee can be made that personal information is invulnerable.

APPENDIX TO PRIVACY POLICY

New York State Civil Practice Laws and Rules S.4509

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

**Adopted by the Board of Trustees
June 22, 2016**