

## 1. Purpose and Scope

Baker County Library District (BCLD) is committed to protecting the privacy and confidentiality of its patrons' records and personal information. This policy outlines our practices for collecting, using, and safeguarding patrons' information and applies to all services, programs, and activities provided by BCLD. The policy aligns with Oregon state law and the American Library Association's guidelines on privacy and confidentiality in libraries. BCLD strives to provide patrons with transparency, control, and the ability to manage their personal information to the fullest extent possible.

## 2. Policy Statement

BCLD considers patron privacy and the confidentiality of library records as fundamental to the freedom to read, view, and explore information without fear of surveillance or intrusion. We uphold the right of every individual to access library resources free from public disclosure or unwarranted intrusion.

## 3. Information Collection and Use

BCLD limits the collection of personal information to what is necessary for providing and enhancing library services. This information may include:

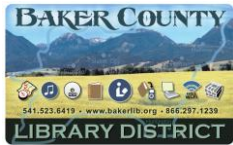
- **Library card registration information:** such as name, address, phone number, photo identification document number, and email.
- **Circulation and library usage records:** details on items checked out, returned, renewed, or reserved, including facilities spaces and equipment accessed.
- **Program and event registration:** information related to library programs or events patrons sign up for.
- **Digital services usage:** data related to access and use of digital collections and resources, such as e-books and databases.

BCLD practices data minimization by collecting only the necessary information to deliver library services and regularly reviewing and reducing data retention to mitigate privacy risks. Personal information collected by BCLD is used solely for library-related purposes, including library account maintenance, service improvements, and communication with patrons regarding their accounts and library activities. BCLD does not share patron information with third parties except as necessary for service provision, recovery of district property, or when required by law.

## 4. Protection and Confidentiality of Library Records

BCLD takes several measures to ensure the security and confidentiality of patron records:

- **Employee access:** Only authorized library employees have access to patron information, and access is granted only as necessary to perform specific duties.
- **Data security:** BCLD employs industry-standard practices to protect electronic and physical records from unauthorized access, alteration, or disclosure.



## Privacy and Confidentiality Policy

Adopted: 12-10-2007

Last revised: 11-12-2024

- **Retention of records:** BCLD minimizes the retention period of identifiable patron information to reduce privacy risks and only retains data as long as it serves an operational purpose or as required by law.

### 5. Disclosure of Library Records

In accordance with Oregon Revised Statutes (ORS) 192.355 (23), BCLD treats library records containing patron information as confidential and exempt from public disclosure, except under specific circumstances:

- **Patron consent:** BCLD may share information with third parties only with explicit patron consent.
- **Legal requirements:** BCLD may disclose patron information in response to subpoenas, search warrants, or other legal orders that comply with applicable federal, state, or local laws. BCLD requires legal requests to be reviewed by legal counsel and will seek to limit the scope of disclosure when possible.
- **Emergency situations:** BCLD may share information with law enforcement if the information is deemed essential to preventing imminent harm to children, vulnerable individuals, staff, the general public, or district property or digital assets, consistent with applicable laws.

### 6. Digital Privacy and Third-Party Services

BCLD ensures the privacy of patrons using online resources. When patrons access library databases, websites, or other digital services, BCLD takes steps to safeguard personal data and ensure third-party service providers comply with privacy standards. Patrons should note that third-party services, including databases, streaming services, and e-book platforms, may have independent privacy policies that govern their use of data. BCLD encourages patrons to review these policies when accessing external resources.

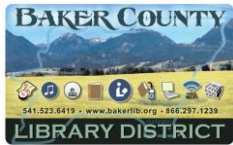
### 7. Children's Privacy

BCLD upholds the privacy rights of all patrons, including minors. Children's library records are treated with the same level of confidentiality as those of adult patrons. Parents or guardians may access their child's records up to age 18 unless the minor is emancipated only as permitted by Oregon law and BCLD policies. Information will not be released without verification of account sponsorship/parental relationship.

### 8. Patron Rights, Responsibilities, and Control over Personal Information

BCLD is committed to informing patrons of their rights regarding privacy and confidentiality and encourages patrons to protect their own privacy by:

- Monitoring access to their library accounts.
- Not sharing library card numbers, passwords, or other identifying information.
- Verifying successful log out of any accounts accessed with BCLD computers or Internet network.
- Reporting a lost or stolen card, or any suspicious activity related to their library account to BCLD immediately.



## Privacy and Confidentiality Policy

Adopted: 12-10-2007

Last revised: 11-12-2024

BCLD is also committed to empowering patrons to manage their personal information. Patrons have the right to:

- **Review their library account information:** Patrons may access and update their contact information, preferences, and other personal details through their online account or by visiting a BCLD branch.
- **Monitor their borrowing history:** Patrons may choose whether or not to enable borrowing history tracking in their library account. If enabled, patrons can view and delete records as desired. Borrowing history data is retained only at the patron's discretion.

### 9. Limitations on Confidentiality of Patron Interactions and Communications

While BCLD is committed to protecting the confidentiality of patron records, certain types of interactions and communications between patrons and library staff or administration may not be protected from public disclosure. Examples include, but are not limited to:

- **Incident Logs:** Records describing accidents, injuries, or violations of the library's Code of Conduct may be documented by library staff. These logs serve to ensure safety, security, and policy compliance within library facilities. As public records, they may be subject to disclosure under state public records laws.
- **Challenges to Library Materials:** Any formal or informal communications by patrons challenging, requesting the review of, or expressing concerns about items in the library's collection may be considered part of the public record. Such communications, particularly formal challenges, may be disclosed as part of the library's records and decision-making processes.
- **General Communications:** Routine patron interactions, feedback, or communications with library staff or administration that fall outside of personal account information, circulation history, or library resource use may be subject to disclosure if they are deemed part of BCLD's administrative records.

BCLD will handle any disclosure of these records in compliance with applicable laws and will make efforts to notify patrons of potential disclosures when feasible. Patrons should be aware that their communications with the library on matters of public safety, library policy, or collection management may not be protected under confidentiality policies.

### 10. Policy Updates

This policy may be updated periodically to reflect changes in laws, regulations, or best practices. BCLD will inform patrons of significant changes to this policy through official library channels.

### 11. Questions and Concerns

Patrons with questions or concerns about this policy may contact BCLD's Library Director. Our goal is to address all concerns promptly and transparently in keeping with our commitment to protecting patron privacy.