

Privacy and Confidentiality Policy

The American Library Association defines privacy in a library setting as 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.

The Bronxville Public Library (the "Library") seeks to protect the privacy and confidentiality of all who use the Library. In keeping with this, the Library collects and retains personally identifying information for the purposes of providing library services only. The confidentiality of this information, mandated by New York Civil Practice Laws and Rules section 4509, extends, but is 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 and the use of audio-visual materials, films or records.

To protect confidentiality, such personally identifying information shall not be made available except that such information may be disclosed to the extent necessary for the proper operation of the Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Library Director is solely authorized to receive court-ordered requests and subpoenas for Library records from law enforcement. Library staff and volunteers are required to refer any law enforcement inquiries to the Director immediately. Before complying with any such request, the Director shall consult with the Library Board of Trustees and the Library's legal counsel.

Individuals are required to provide current and valid contact information in order to establish and maintain an active account with the Library. Personally identifiable information the Library may gather and retain includes the following:

- **User Registration Information:** Name, address, and telephone number. You may at your option provide your email address, and you may request at any time that the Library remove your e-mail address from your record. Additionally, the Library collects the name of employer or school, business address, and business telephone from nonresidents. This contact information is linked to a unique Library card number that is assigned to your account. The Library belongs to the Westchester Library System (WLS), a countywide cooperative that provides members with certain shared services. WLS maintains the automated circulation system that stores library card information and shares that data with all 38 public libraries in Westchester, thus enabling our cardholders to borrow items from any Westchester library.

- Circulation Information: For each circulation transaction, such as a checkout, return or renewal, the Library records the individual's Library account number, the unique item identification number and the time and date of the transaction.
- Electronic Access: When accessing the Library's website, bronxvillelibrary.org, certain information is automatically recorded, including IP address of the accessing computer, type and version of the browser and operating system used to access our website, domain name of the network from which our site was accessed, referring page, and date and time of access. In addition, some sections of our website require that you enter personally identifying information such as your Library account number to gain access to services. The Library utilizes Google Analytics, a website analysis service. This analysis is utilized by the Library to learn how its website is used and how to make improvements. Google Analytics does not collect or store any personally identifiable information. Please refer to google.com/policies/privacy/partners/ for more information.
- Onsite Public Computer Use Information: The Library collects information about public computer use, including identity of computer, date, time and length of computer session and internet sites visited. In addition, public computers designated for internet access require entering personally identifying information such as your Library account number to gain access to services. All records of Internet use on the library's public computers are removed once the session has ended.
- Closed Circuit Television (CCTV) Recordings: The Library employs CCTV to ensure the physical security of the Library facility, staff and patrons.

Adopted July 9th, 2026