

William B. Ogden Free Library  
PRIVACY STATEMENT

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. Both New York State law and the Bill of Rights of the U.S. Constitution provide guarantees of confidentiality and privacy. The William B. Ogden Free Library (WBOFL) protects the privacy and confidentiality of children as well as adults. Confidentiality of library records is covered in NY CLS Â§ 4509 (2001).

*“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 records related 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.”*

The library collects only that personally identifiable information about patrons that is needed for the functioning of the library. Privacy and confidentiality protections are part of our library procedures. The library retains personally identifiable information about patrons only as long as it is needed for library functions.

Library staff may only access patron records in order to conduct the operations of the library. The library does not disclose or distribute users’ names, postal addresses, e-mail addresses, phone numbers, borrower records, computer use records or other personal information to outside parties unless required to do so pursuant to subpoena, court order or where otherwise required by law.

Anonymized and aggregated data may be shared, provided it does not include personal identifiable information.

Children have the same rights under law as adults. Signing a minor's library card application only shows acceptance of fines and fees; it does not exempt adults from New York law. If adults want a record of materials checked out to their child, they should check out the materials on their own card.

The WBOFL endorses “Privacy: an Interpretation of the Library Bill of Rights” adopted by the American Library Association Council June 19, 2002.

Approved: September 24, 2024