



North Castle Public Library

Privacy and Confidentiality of Library Records Policy

The North Castle Public Library is committed to protecting the privacy of our staff and patrons. The Library does not save data when visiting the Library website, the Westchester Library System (WLS) website, or when registering for a Library program. This confidentiality also extends to information sought or received in the reference interview, materials consulted or borrowed, database search records, circulation records, interlibrary loan records, and any other personally identifiable uses of library materials, facilities or services.

Emails and Web Forms

Identifying information provided by e-mails or web forms will be used only for such purposes as described at the point of collection, such as to send information or provide library services or update library records. The North Castle Public Library will not use patron emails for commercial purposes nor will it provide such information to external organizations. The North Castle Public Library will not employ cookies for advertising or marketing.

Links to Other Sites

The North Castle Public Library's website contains links to other sites. The Library is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. Library users should be aware that WLS and The North Castle Public Library use third-party vendors to supply electronic services and content. Patrons that choose to use these services are responsible for making themselves aware of the privacy policies of these providers before and while using those services.

Circulation Records

The Library uses a computerized system to collect and track circulation records. The Library maintains information provided by our patrons from the registration form they complete when they register for a library card. When an item is checked out, that item is then tied to that patron's record in the Westchester Library System (WLS) database. Records are maintained as needed to report anonymized statistics, collect debts, and complete the successful return of borrowed items.

New York State Law CPL 4509

Library records are deemed confidential are covered by New York State Law CPL 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 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.

Approved November 14, 2022