



# Eugene Public Library Privacy Statement

Eugene Public Library protects the privacy and confidentiality of all library users.

“We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted” (Code of Ethics, American Library Association).

EPL’s privacy and confidentiality practices are in compliance with applicable federal, state, and local laws, as well as in accord with professional ethics.

EPL is subject to Oregon’s Public Records Law; under the Oregon Revised Statute 192.502 (23) and the City of Eugene Administrative Order #57-14-01-F, the Library is exempt from disclosing: “The records of a library, including (a) Circulation records, showing use of specific library material by a named person; (b) The name of a library patron together with the address or telephone number of the patron; and (c) The electronic mail address of a patron.”

EPL’s Privacy Statement explains in more detail your privacy and confidentiality rights and responsibilities, the steps EPL takes to respect and protect your privacy when you use library resources, and how we deal with personally identifiable information we collect from our users.

## **Information the Library may gather and retain about current library users includes the following:**

- Information required to register for a library card (i.e. name, address, telephone number, email address, birthdate, and the identification number associated with proof of identification)
- Records of material checked out, fines and fees owed, payments made
- Electronic access information
- Requests for interlibrary loan or reference services
- Sign-up information for library classes or programs
- Information about search topics, but not in a way that contains any personal information about the person doing the searching

## **Choice and Consent**

We will not collect or retain your private and personally identifiable information without your consent. If you consent to give us your personally identifiable information, we will use it only for library business purposes. We will keep it confidential and will not sell, license, or disclose personal information to any third party without your consent, unless we are required by law to do so.

We never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses, unless we are required by law to do so.

If we make a service available for your convenience that may in some way lessen our ability to protect the privacy of your personally identifiable information or the confidentiality of information about your use of library materials and services, we will: 1) Provide you with a privacy warning regarding that service; and 2) Make it possible for you to “opt in” or “opt out” of that service.

## **User Access and Responsibility**

You are entitled to view your personally identifiable information and are responsible for keeping your information accurate and up-to-date. The library will explain the process for accessing or updating your information.

## **Data Integrity and Security**

We take reasonable steps to assure data integrity. We protect personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes.

We have invested in appropriate technology to protect the security of any personally identifiable information while it is in the library's custody. We aggregate summary data, which is stripped of personally identifiable information. We regularly remove cookies, Web history, cached files, or other computer and Internet use records and other software code that is placed on our computers or networks.

## **Third Party Security**



We ensure that the library's contracts and licenses reflect our policies and legal obligations concerning user privacy and confidentiality. Our agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of that information, particularly information about minors.

## **Illegal Activity Prohibited and Not Protected**

Users may conduct only legal activity while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce the Library's Patron Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library policy is suspected. Library employees are authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.



**Public  
Library**

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