



# Allen Parish Libraries

*"Bringing the World to You"*

## **Privacy Policy**

### **INTRODUCTION**

The Board of Trustees and staff at the Allen Parish Libraries are aware of our patrons' concerns regarding the privacy on the Internet and information contained in Library records.

### **CUSTODIAN**

The Library Director is the legal custodian in charge of the Allen Parish Libraries' records. The Library Director is accountable for responding to any request for information about a patron or library records as the legal custodian of records.

The Library Director might assign at least one or more library staff members to act as a person(s) liable for answering any solicitation for library records or data about a patron at the point when the Library Director is missing or inaccessible.

### **CONFIDENTIALITY OF THE INTERNET AND LIBRARY RECORDS**

Louisiana State Statute R.S. 44:13 provides that access to registration records and other records of use maintained by libraries may not be disclosed except to a parent or guardian of a minor child seeking access to that child's records, to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual or group of individuals to inspect such records, or by order of a court of law.

### **Library Records**

The only purpose for which any information will be gathered is to effectively improve and target the library's services and meet its customers' service requirements. Our staff knows that only library employees can access patron, transaction, and collection files.

The library only records your borrowing activities after items are returned if the item(s) is lost, damaged, or lost. In all cases, the circulation record is deleted after any applicable charges have been settled.

Without permission from the Library Director or the Designated Staff Member, no staff or volunteer of the library may disclose information about a library user to any third party or law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the custodian by the law enforcement agency or person seeking the records.

## **Internet**

Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations they visit and use on public computers. However, patrons using the library's computers to send and receive personal messages or information over the Internet are advised that the privacy of those communications is not guaranteed. As a precaution, users should avoid posting personal information such as home addresses, phone numbers, and credit card numbers to websites or any unknown Internet users. Upon the completion of use, patrons should always sign out of any email, bank, or other personal online accounts accessed while using the library's computers. The library is not responsible for unauthorized access to patron's online accounts before, during, or after using library computers. For further information regarding the Internet and public computer use at Allen Parish Libraries, please refer to the *Electronic Resources Use Policy*.

The Library Director monitors video surveillance when necessary to maintain a safe environment.

The supervisory staff also ensures that Library staff understands the *Video Surveillance Policy* and Procedures through training.

### **Incidents on Library premises may require the following steps to be taken:**

- 1. Video image recording will identify the person(s) responsible for Library Policy violations, criminal activity, or actions considered disruptive to normal Library operations.**
- 2. Video records may assist law enforcement agencies with state and federal laws.**
- 3. Images may be shared with other Library staff to identify a person(s) suspended from Library property and maintain a safe and secure environment.**

