

Policy

Member Privacy and Confidentiality Policy

Approved by Board of Trustees: September 15, 2020

Last Updated: September 10, 2020

Last Review: September 10, 2020

The Dauphin County Library System (The Library) is committed to ensuring the privacy and confidentiality of all library members both inside the library and those who use the library remotely.

Circulation of Library Materials

The Library follows Section 75 of the Pennsylvania Public Library Code, 24 Pa. C.S. § 9375, which provides, in relevant part:

Records which relate to the circulation of library materials and contain the names or other personally identifying information of users of the materials shall be confidential and may not be made available to anyone except by a court order in a criminal proceeding....

To ensure confidentiality, The Library will not retain the information of library materials checked out on an individual's account once the items are returned in good condition. Items checked out on an individual's account are considered private and are not used for tracking individual library use. Library members have the option to track their own circulation history on their private user accounts.

Retention of Member Information

The Library retains the records of library members for the circulation of library materials and usage of online databases. Library members are required to update their accounts to ensure accuracy. Library accounts, including all confidential information, will be purged from the system if the account has not been used for 3 years and has no fines or fees on the account. This includes library card registrations and program registrations.

Mailing and email addresses may be used for library promotional materials. Members will have the option to opt out. The Library will not share this information with anyone without prior consent.

Application of Policy to Minors

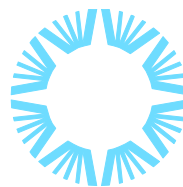
Parents and legal guardians of minors 13 years old and under will be given full access to their child's records, which relate to the circulation of library materials.

Members age 14 and over will have the same rights to privacy and confidentiality as an adult member, even though parents and legal guardians are still financially responsible for their library accounts. Should fines accrue, members age 14 to 17 will lose their right to privacy on items that have fines attached. Parents and legal guardians should consider this policy when making the decision to register a minor for a library card.

At any time, a parent or legal guardian has the right to terminate a library card account of a member under the age of 18.

Facilities/Security

The Library locations are public facilities. The Library's top priority is the safety of the members and staff who use the library and work to ensure the best possible library experience.



The Library uses a security camera system that records activity in and around the library. Security Camera Footage inside of the library will be released to proper authorities if a police report is filed by the library or if requested by a court order.

Security camera footage outside of the library may be released to proper authorities if there is an incident that occurs outside the library.

Security camera footage is kept for 30 days. In the event of a police report or if the library receives formal notice of potential litigation a copy of the incident will be kept until the library is notified that the case is closed, and the footage is no longer needed.

Library members may take personal photographs and video recordings in the library of themselves and their party but must remain conscious of the privacy of those around them.

Under no circumstances may the public, members of the media, or library staff take photographs or record video without the express permission of any library user or staff member who would be prominently included within the composition. In the case of minors, written permission must come from the parent or legal guardian.

Media Relations

See our Media Relations Policy.

Social Media

Please see our Web Site and Social Networking Policy.

Government Requests for Library Records

Government requests for library records are handled by The Library's legal counsel.

Internet Use

Please see our Internet Use Policy.

Library Donors

Please see our Gift Acceptance and Gift Recognition Policies.