

Onondaga Free Library

Privacy Policy

Onondaga Free Library, its Board of Trustees, and its staff are committed to protecting the privacy of our patrons. This document outlines the library's policies regarding patron privacy and the use of patron information, including, but not limited to, personally identifiable information (PII). Measures currently in place to safeguard patrons' privacy and PII are detailed in this policy.

1. Confidentiality of library records is covered in NY CLS § 4509 (2001).
2. Privacy and confidentiality protections are part of library procedures. The library protects the privacy and confidentiality of children as well as adults.
3. The library collects only that personally identifiable information about users that is needed for the functioning of the library and its website. The library retains personally identifiable information about users only as long as it is needed for library functions.
4. 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, or needed for the proper functioning of the library. The library will examine any such process, order, or subpoena to determine that a proper showing of good cause has been made in a court of competent jurisdiction.
5. Any third-party partners, providers, or services contracted by the library are bound by this policy (and all other relevant local, state, or federal laws governing privacy) when collecting, storing, or utilizing any patron data or library records required for the administration, delivery, or fulfillment of the library service(s) they are contracted to provide.
6. The library implements software on all publicly available computers to remove personal information and user data after every use.
7. The Onondaga Free Library Board of Trustees endorses "[Privacy: an Interpretation of the Library Bill of Rights](#)" amended by the American Library Association Council July 1, 2014.

Adopted March, 23, 2022

Next review date: March, 23, 2025