

PLAIN CITY PUBLIC LIBRARY ADMINISTRATIVE POLICY AND PROCEDURES

SUBJECT: USER PRIVACY

DATE APPROVED: 9/21/2021

REVISED:

POLICY: By using The Plain City Public Library's services, including its website or digital applications, users agree to be bound by the terms of this policy. The Library may modify this policy as necessary and without notice.

Library records are defined as a record in any form that is maintained by the library and that contains any of the following: (1) information the Library requires an individual to provide in order to be eligible to use library services or borrow materials; (2) information that identifies an individual as having requested or obtained specific materials or materials on a particular subject; (3) information provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject.

Library records will only be made available in the following situations: (1) at the request of parents, guardians and custodians to access records of their minor children, (2) in accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances, (3) with the consent of the individual who is the subject of the record or information, or (4) for library administrative purposes.

The Plain City Public Library uses information to deliver services and may share information with third party applications and service providers. Data may be stored when using third party services and hosted solution providers.

The Library may send emails to provide information about library services and offerings, or to seek feedback in order to provide new and improved services. An unsubscribe function, located in emails, may be utilized to discontinue or modify receipt of emails from the library.

Anyone may cancel their library card account registration by contacting a staff member. Digital accounts may be cancelled through commands located on the website or in third party applications. Upon cancellation, copies of some information may remain viewable in third party applications or websites. Because of caching technology, there may be a delay in the removal of account content from elsewhere on the Internet.