

6.15 PRIVACY

The Pend Oreille County Library District (POCLD) protects each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. Federal law, state law and local policies mandate the privacy of library records. To maintain the privacy of these records, the Library District has put in place procedures to safeguard personal information.

POCLD seeks to minimize the collection and retention of personally identifiable information. Information that is retained is required for the management of library operations. No personal information maintained by POCLD is sold to third parties. POCLD takes many measures to safeguard user information but cannot and does not guarantee that every task completed via its catalog is private.

Electronic Communication Opt Out

When applying for a library card, each user will be signed up to receive communication from the Library, the Friends of the Library, and/or the Library Foundation unless they opt out on the card application. Users who are subscribed to Library email newsletters may opt out at any time.

Web Use

These policies relate to web pages in the “poclid.org” domain. To use POCLD resources remotely (from outside the library), users must type in their POCLD library card number, ensuring that Pend Oreille County taxpayers are the only ones benefiting from these services.

POCLD does not share or sell web site information. The Library District does not maintain any personally identifiable information about site use other than server logs maintained to analyze user access problems. We also maintain server logs that contain aggregate information about use of the site. In order to improve the usefulness of the POCLD Web site for visitors, statistics that concern network traffic flow and volume are automatically collected from usage reports.. Google Analytics keeps track of these usage reports. No personally identifying information is collected.

The vendors that provide access to digital content may or may not store user records or information depending on the preferences set by the individual user.

Circulation Records

The circulation database contains information needed to manage the loaning of library material. There is no permanent record linking a user to library material after the book has been returned if there are no outstanding charges. POCLD library card and Pin is used only for a specific purpose (i.e., to process holds). When placing a hold, a name is associated with that item for 120 days, until the item arrives, or until the patron cancels the hold.

General Request for Services or Information

Information is retained only long enough to respond to a person's request. Some requests may result in the addition of personal information to the Library circulation database i.e., registering for email notification.

Cookies

The Library District uses temporary cookies to track session characteristics on the Information Gateway and the Web Catalog. No personally identifiable information is received and no persistent cookies are placed on users' computers.

Email

When contacting library staff users should be aware that email messages are subject to public disclosure laws and may be obtained as a public record.

USA Patriot Act

The Patriot Act states that the FBI may apply for an order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment."

Links to Other Sites

The Library District's Web Page may contain links to other sites, including databases and electronic journals that the Library District has licensed for the use of the Pend Oreille County Library District staff and patrons. Users should be aware that these sites have their own privacy and copyright policies that may differ from the Pend Oreille County Library District policy.

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