

## **Privacy Policy**

**Approved: November 21, 2016**

**Next Review: November 2018**

Protecting user privacy and confidentiality has been an integral part of the mission of public libraries. Both the Commonwealth of Pennsylvania and the Bill of Rights of the U. S. Constitution provide guarantees of confidentiality and privacy. Lower Providence Community Library (LPCL) protects the privacy and confidentiality of all individuals, children as well as adults. With regard to minors (0-17 years), only the cardholder and the parent/guardian who signed the minor's library card application, thereby assuming responsibility for the items checked out on it, will be given information pertaining to the minor's account.

Section 428 of The Library Code (P.L.324), 24 P.S. covers the confidentiality of library records.

*"Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone **except by a court order in a criminal proceeding.**"*

LPCL collects only that personally identifiable information about users that is needed for the functioning of the library. The library retains personally identifiable information about users only as long as it is needed for library functions. Privacy and confidentiality protections are part of the library procedures.

LPCL does **NOT** disclose or distribute, users' names, addresses (postal & email), phone numbers, borrower records, computer use records or other personal information to anyone unless required to do so pursuant to a court order, subpoena or where otherwise required by law.