



# Privacy Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## Your Right to Privacy

The Baldwin Public Library (BPL) is committed to protecting your right to privacy regarding the questions you ask and the materials you borrow. This Privacy Policy explains your privacy and confidentiality rights, the steps BPL takes to respect and protect your privacy when you use BPL resources, and how we deal with personally identifiable information that we may collect.

## Confidentiality of Library Records

To protect patrons' rights of free speech, free thought, and free association, the Baldwin Public Library will maintain confidentiality of library records to the fullest extent permitted by law. For the purposes of this policy, a "library record," as defined by [The Library Privacy Act 455 of 1982, 397.602 \(k\)](#) and amended as [Public Act 315 of 2020](#), is "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

## The Information We Collect

Any information shared will only be used to provide or improve BPL services. BPL gathers and retains information about current and valid BPL users. This may include the following:

- Library card applications (Name, Address, Email address, Phone number, Library card number, Date/year of birth, school ID number, wireless provider (if applicable), preferred name)
- Materials currently checked out
- Last Patron to checkout an item
- Overdue materials
- Notice history
- Fines paid or waived
- Meeting room applications
- Event registrations
- Summer Reading application
- Internet access
- Credit card transactions
- Hold pickup authorization
- Reading history (if enabled by patron)

BPL uses and links to resources owned and operated by third parties, including integrated library systems, offsite computer services, databases, and electronic journals. We license these resources for use by BPL patrons. BPL makes every attempt to include user privacy protections in license agreements with third parties. However, because the use of these websites and resources is not governed by BPL, we strongly recommend that you review the privacy policies of the websites that you visit. When connecting to licensed resources outside BPL, we authenticate users as BPL cardholders and do not provide any personally identifiable information.

## **Use of the Library's Computers, Mobile Hotspots, Internet To Go Kits, Library of Things, and Online Services**

Private information is cleared off public computers with software after each session ends. When visiting BPL's website, BPL automatically collects and stores information about the visit, including but not limited to:

- The Internet domain and IP address from which access to our web site is gained
- The type of browser and operating system used to access BPL's website
- The date and time of access to BPL's website
- The pages visited and for how long
- The links clicked on and all files downloaded
- The type of device the visitor used to access the site (desktop, mobile, etc.)
- The address of the website from which the initial visit to [www.baldwinlib.org](http://www.baldwinlib.org) was launched, if any.

BPL uses this information to help make its site more useful to visitors and to learn about the number of visitors to our site and the types of technology our visitors use. Data collected is not connected to your personal information or identity.

Please see the [Library's Electronic Device, Network, and Internet Use Policy](#) for further information about technology use within BPL.

## **How We Use Your Information**

Access to records shall be restricted as much as possible and treated as confidential.

- Employees of BPL shall only access records required to complete Library work as assigned and appropriate to job duties.
- Employees of BPL shall only provide account information to the BPL cardholder, unless the person inquiring is listed as a parent, legal guardian, or authorized user.
- BPL may use records to distribute library-related information to registered borrowers.
- BPL may report information about the delinquent account of a patron who obtains materials from BPL to a collection agency under contract with BPL. BPL shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
- BPL may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.
- BPL records people using the library in order to increase security and to provide a means of identification should an incident occur.
- BPL may use non-identifying information to provide examples of how library resources and equipment have been used by other patrons in the past.
- Any other disclosure of library records is prohibited unless required by law.