

Subject: Privacy

Application: All employees, customers, consultants, contractors, vendors and visitors

The Westchester Library System (WLS) and its 38 member libraries are committed to protecting the privacy of our staff, donors, customers and other contacts. The WLS privacy policy defines our commitment not to collect any personal information about our users when you visit our websites or register for a program or a library card unless you choose to provide such information. Any information you choose to provide will only be used to more effectively provide and better target library services throughout the County.

This confidentiality extends to information sought or received, materials consulted, borrowed, acquired; and includes database search records, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

WLS secures the security of customer account information by placing it on the secure portion of the System's website. That is why customers are asked to input their patron barcode number each time they want to access their account information.

Cookies

Users accessing the WLS or member library websites will need to enable cookies¹ in order to access a number of resources available through the Westchester Library System. Our system servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize Web pages to that user's specification. Cookies sent by our system servers will disappear soon after the user's computer browser is closed.

Emails and Web Forms

Personally identifying information that you provide by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services to you, update your membership record or to better target library services to meet constituent demands.

If you provide contact information, WLS or your local member library may contact you to clarify your comment or question, or to learn about your level of customer satisfaction with library services. Please note: The Westchester Library System will never use patron/customer emails for commercial purposes.

¹ A cookie is very small text file placed on your hard drive by a Web Page server. It is essentially your identification card, and cannot be executed as code or deliver viruses. It is uniquely yours and can only be read by the server that gave it to you.

Information Collected and Stored Automatically

During your visit to the WLS website as you browse through the web site, read pages, or download information, certain information will be automatically gathered and stored about your visit but not about you. This information does not identify you personally. WLS automatically collects and stores only the following information about the visit:

1. The Internet domain (for example, "xcompany.com" if a private Internet access account, or "aschool.edu" if connected from a university) and IP address (an IP address is a number that is automatically assigned to a computer whenever it is surfing the Web) from which access to our web site is gained;
2. The type of browser and operating system used to access the Library's site;
3. The date and time of access to the Library's site;
4. The pages visited and for how long; and
5. The address of the website from which the initial visit to www.westchesterlibraries.org was launched, if any.

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

Links to Other Sites

WLS's Website contains links to other sites. The Westchester Library System and our member libraries are not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. We encourage you to become familiar with privacy practices of other sites you visit, including linked sites.

Customer Circulation Records

WLS member libraries do not use a paper process to collect and track customer circulation records. It is done electronically. Each Library maintains information provided by our customers from the registration form they complete when they register for a library card. When an item is checked out, that item is then tied to that customer's record in the WLS system. At the moment that library material is returned to the library, the link between the customer and the material is broken – the WLS system does not retain information on what materials were taken out by whom, the moment the item is returned assuming there are no existing fines or lost/overdue items on record.

Revisions

The Westchester Library System and our member libraries reserve the right to change or modify this privacy statement at any time. If WLS revises this privacy statement, changes will be posted on the WLS homepage.

Privacy & Confidentiality of Library Records

The Westchester Library System respects the right of privacy of all its users regarding the use of WLS and our member libraries.

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).

These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

This policy was approved by the WLS Board of Trustees at their 1/29/2008 Meeting and is to be reviewed annually.