

Cary Area Public Library District Privacy Policy & Payment Policy

The Board of Trustees of the Cary Area Public Library District seeks to protect the privacy and confidentiality of all who use the library. The Library Board respects and supports an individual's fundamental right to open inquiry without scrutiny by others.

The Right to Privacy

The library is committed to protecting personally identifiable information. The library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library users have the right to access their own borrowing information on the library's website or in person. In both instances, a library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

Confidentiality

Illinois state law mandates the confidentiality of all records containing personally identifiable information related to an individual's use of the library and its resources, facilities and services. Confidentiality includes, but is not limited to, circulation of library materials, electronic resource searches, interlibrary loan transactions and reference requests. The library will not sell, lease or disclose confidential information to outside parties unless required to do so by law.

Library records containing personal identifiable information will not be made available to any agency of state, federal or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. The Board of Trustees has authorized only the Library Director and the Head of Support Services to receive or comply with requests from law enforcement officers. The library will confer with legal counsel before determining the proper response.

Information We Collect

The types of personal information are collected:

- Name
- Telephone number
- E-mail address
- Library card barcode number
- Date of birth
- Driver's license number
- Materials currently checked out or requested
- Overdue materials (until returned)
- Unpaid fines (until paid)

How We Safeguard Personal Information

In order to protect your personal information the library will:

- Avoid keeping unnecessary records
- Purge and shred outdated records
- Have security procedures in place that protect against loss, destruction and unauthorized access to your information
- Ensure that contracts and agreements with providers of electronic resources reflect our policies and legal obligations.
- Remove from computers daily: cookies, search histories, cached files and other records of internet use.
- Not collect personal information using public access computers in the library
- Not collect personal information from individuals visiting the library website from home.

Links to Other Sites

The library website contains links to sites not maintained by the library. The library is not responsible for the privacy practices of any other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

Cookies

The library website does not use cookies to facilitate access to our catalog, database use cookies can be turned off in browser or deleted. Cookies are small data files that are sent to an individual's web browser that are then stored on a computer's hard drive. These cookies do not collect, store or maintain a library user's personally identifiable information. Library users do not have to accept these cookies to visit or use the library's Web site and resources. Cookies may be refused or deleted from a computer's hard drive.

In order to access the library catalog and electronic resources from home, the barcode number from the library card is required for authentication purposes. Providers of licensed electronic resources do not have access to records containing personal information.

Payment and Refund Policy

Some programs at the Cary Area Public Library District require a fee to offset the costs of supplies. There are no refunds if the patron cancels their attendance for the program. If the Library cancels the scheduled program then all fees received will be refunded.