



## PRIVACY POLICY

The Library is committed to your privacy and confidentiality in accordance with the American Library Association's Code of Ethics, <http://www.ala.org/tools/ethics>. In order to set up a library account, we must obtain certain information and authorized Library staff may access it for the purpose of performing library work. We make every effort to avoid collecting personally identifiable information. We do not sell or lease user information.

Pursuant to Vermont law (22 V.S.A. § 172), except under limited circumstances, all information about individual South Burlington Public Library users shall be strictly confidential. <https://legislature.vermont.gov/statutes/section/22/004/00172>

A. In pertinent part, Vermont law provides: A library's patron registration records and patron transaction records shall remain confidential. Unless authorized by other provisions of law, the library's officers, employees, and volunteers shall not disclose patron's records except:

- (1) with the written permission of the library patron to whom the records pertain;
- (2) to officers, employees, volunteers, and agents of the library to the extent necessary for library administration purposes;
- (3) in response to a valid and enforceable court order, subpoena, or other binding legal demand; or,
- (4) to custodial parents or guardians of patrons under age twelve.

B. Decisions regarding disclosure of information and records will be made by Library leadership and legal counsel as needed. Information about library patrons and how they use the library is not made available to law enforcement agencies unless a proper court order in good form has been presented to the library or officers claim exigent circumstances and take legal responsibility.

C. Library staff will generally not provide information about library users' physical presence in the library, including information about youth and children.

D. Surveillance cameras are used only to enhance the physical security of the library, its property, staff, and patrons. Footage shall not be disclosed excepting the limited circumstances outlined in section “A” of this policy.

E. Video and photographs taken for the express purpose of library publicity and marketing will be permitted with the verbal approval of adults and written approval for children and youths under age eighteen.

F. Public computer records will not be saved after a computer session is closed down. In the event that any future changes in Vermont law conflict with this policy, the law will supersede those portions of the policy that conflict. The Library also endorses the American Library Association’s Library Bill of Rights; <http://www.ala.org/advocacy/intfreedom/librarybill>. Questions or concerns should be directed to the Library Director in writing.

G. Public photographing, filming, or recording children under 18 in the library is not permitted without written permission from a parent or guardian. Ask for verbal permission before photographing, filming, or recording adult patrons and staff.