



PRIVACY POLICY

Adopted by the Library Board of Trustees January 25, 2021

Public libraries have a long and proud tradition of protecting the privacy of their patrons and the confidentiality of their data. There is a heightened awareness today about how information is collected and shared, and this document outlines several policies and practices of the Hastings Public Library [the "Library"] concerning these issues.

Visiting the Library

We welcome visitors to our Library. Visitors do not have to be residents of Hastings-on-Hudson and identification is not required to enter the Library or to enjoy any of these activities:

- Reading books and magazines within the Library
- Attending a Library-sponsored program or instructional class
- Receiving assistance at the Reference Desk or from any staff member
- Using the wireless network on your personal mobile device

Getting a Library Card

A library card is required to borrow materials. Library cards are free, but we request certain information:

- Name
- Address
- Phone number
- Email address
- Valid ID with your Hastings address (i.e. Con Ed bill, telephone bill)

The Library belongs to the Westchester Library System (WLS), a countywide cooperative that provides members with certain shared services. WLS maintains the automated circulation system that stores library card information and shares that data with all 38 public libraries in Westchester, thus enabling our cardholders to borrow items from any Westchester library. Patron registration data is deemed confidential under New York State law (1 CPLR 4509) and is not to be disclosed unless pursuant to subpoena, court order, or where otherwise required by statute.



Borrowing Library Materials

When you borrow a book, audiobook, or film from the Library, a temporary record of that transaction is linked to your library card. That record is kept until the material is returned, and then it is permanently erased. The circulation system does have an optional feature that allows patrons, at their request, to keep a log of items they have checked out. Circulation history is kept confidential under the same law (NYS 1 CPLR 4509) that governs library card information.

Computer Usage

Library Computers. In order to use a computer at the Library, a library card or guest pass (good for one use) is required. A 24-hour record is kept only of the length of time you spent on the computer. When the browser is closed, no record remains of the sites that were visited during that session.

Wireless Network. WLS maintains a wireless network for patrons who prefer to use their mobile devices to access the Internet. Some statistical information is recorded, such as the number and length of visits and bandwidth usage. No personal information is recorded on users or sites visited.

Library Website. HastingsLibrary.org is the Library's website on the Internet, and it contains a wealth of information on Library programs and services. It is also a point of entry to other websites. As you browse through the website, read pages, or download information, some information will be recorded about the visit but nothing that will identify you personally. The information gathered is only used to improve our site and to find out how many visitors we get and the types of technology they use.

Some third-party vendors featured on the website provide databases on a subscription basis, and the Library or WLS may require patrons to enter their library card number for authentication purposes only. Note that whenever you leave HastingsLibrary.org, you will be subject to the policies and data-gathering practices of the individual sites you are visiting.

Meeting and Study Rooms

The Library offers a variety of meeting spaces to nonprofit and other organizations, subject to policies set forth by the Library, including a request for basic contact information. This information is not shared with anyone.

Study Rooms are available for individuals and small groups. To the extent that a record is made of a room reservation, this information is not, as a general rule, shared with anyone.



Security Cameras

The Library employs closed-circuit television cameras (CCTV) to maintain a safe and secure environment for our patrons and staff. Images from the cameras are saved for a short period of time before being recorded over, and only a limited number of library staff have access to them. These recordings could be shared with law enforcement personnel if requested to investigate an incident occurring on Library property. Otherwise, law enforcement will be granted access only pursuant to a properly executed court order or similar documentation.

Email

The Library collects email addresses in order to communicate with patrons regarding upcoming programs and other library news. We do not share our email database with other groups, and patrons may opt out of receiving such communication at any time.

As a general rule, the Library is committed to patron confidentiality. Confidentiality extends to information requested or received and materials consulted or borrowed. Whenever a library service can be linked or identified with a specific user, the Library will strive to maintain patron privacy to the fullest extent possible, subject to applicable law.

If you have any questions about privacy issues at the Library, please contact the Library Director at the address below.

Library Director
Hastings Public Library
7 Maple Avenue
Hastings-on-Hudson, NY 10706
914 478-3307