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PRIVACY POLICY	Policy Approved: May 17, 2024 Review Date: May 2029

Confidentiality of library records is covered in NY CLS § 4509 (2001).

Privacy and confidentiality protections are part of library procedures. The library protects the privacy and confidentiality of children as well as adults.

The library collects only that personally identifiable information about users that is needed for the functioning of the library. The library retains personally identifiable information about users only as long as it is needed for library functions.

The library does not disclose or distribute users' names, postal addresses, e-mail addresses, phone numbers, borrower records, computer use records or other personal information to outside parties unless required to do so pursuant to subpoena, court order or where otherwise required by law, or needed for the proper functioning of the library. The library will examine any such process, order, or subpoena to determine that a proper showing of good cause has been made in a court of competent jurisdiction.

Any third-party partners, providers, or services contracted by the library are bound by this policy (and all other relevant local, state, or federal laws governing privacy) when collecting, storing, or utilizing any patron data or library records required for the administration, delivery, or fulfillment of the library service(s) they are contracted to provide.

The Keene Public Library Board of Trustees endorses "Privacy: An Interpretation of the *Library Bill of Rights*" amended by the American Library Association Council July 1, 2014.