



Privacy Policy

Bloomfield Public Library (the "Library") is committed to protecting the confidentiality of its patrons. Privacy is essential to the exercise of free speech, free thought, and free association. Rights to privacy and confidentiality are explicit in Article VII of the [Library Bill of Rights](#) and implicit in the guarantee of free access to library resources for all users.

Confidentiality of Library Records

While CT state law requires that the Library treats information about materials you check out and information you access with confidentiality, the Library also does so because it is in keeping with our commitment to you to protect your privacy. BPL and all public libraries in Connecticut must comply with the confidentiality requirements in CT state statutes. In 2007, Public Act 07-227 expanded the confidentiality of library records to include any library record, regardless of its format, that can be used to identify a library user or link a user to a library transaction. Identifying information such as patron email addresses and phone numbers are considered confidential records.

Information in patron records is only disclosed under the conditions set forth by Connecticut State Statute Sec. 11-25 and the Library's Privacy Policy. The statute reads:

Connecticut State Statute Sec. 11-25 Reports by libraries: Confidentiality of records.

(a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.

(b)(1) Notwithstanding sections 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees, and agents of the library, as necessary for the operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial, or other



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group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials if such reports do not contain personally identifying information."

Confidential Information Retention

The Library shall endeavor to create and maintain only necessary records. The Library shall create and follow a schedule for the deletion of personally identifiable information when such information is no longer necessary for the efficient operation of the Library. The Director shall have discretion with respect to determining the appropriate retention of records.

Computer Network

The Library will take all reasonable steps to prevent the unauthorized release of patrons' personally identifiable information ("PII") it retains. However, the Library cannot ensure the integrity of the Library's computers and computer network, both wired and wireless. Those who use Library computers should take all appropriate precautions when accessing any shared computer or public network.

Data Sharing

PII given to the Library for the purpose of borrowing materials is stored on a server managed by our library consortium and shared with other consortium members for the purpose of reciprocal borrowing between libraries.

Opt-in for Email Communication

An email address is not required information when signing up for a library card. If a user chooses to share an email address on a library card application, that user is consenting to receive emails related to their library circulation records. They may opt out of such communication at any later date. Similarly, by signing up to receive emails about Library news and programs, a user is consenting to receive those marketing emails. Contact and unsubscribe information is included in all marketing emails sent by the Library. We abide by the End User License Agreements (EULA) of library software and web-based products.



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Law Enforcement Requests

Any Library records containing personally identifiable information are confidential and shall not be made available to any agency of state, federal, or local government without the individual's authorization, except pursuant to such proper process, order, or subpoena, as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power. Library records that may be subject to discovery may include but are not limited to: card registration with personally identifying information, current materials circulation, outstanding fees, computer sign-up, Internet searches, and program registration.

The Director and/or any person duly appointed by the Director shall be responsible for handling all law enforcement or similar requests to obtain the Library's confidential information.

If there is a request for confidential information:

- the Library staff shall immediately refer all law enforcement inquiries to the Director, or in their absence, to their duly appointed designee;
- the Library staff shall not release any Library confidential information until authorized by the Director, or in their absence, by their duly appointed designee; and
- the Director, or in their absence, their duly appointed designee, shall immediately consult with appropriate legal counsel to determine if such request is in proper form and to formulate an appropriate response.

If the law enforcement agent or officer does not have a subpoena or court order compelling the production of records, the Director shall explain the Library's policy and the state's confidentiality law and inform the agent or officer that the Library's confidential information is not available without the production of a valid subpoena or court order. If the agent or officer produces a subpoena or court order, the Director shall immediately refer it to legal counsel for review. Based upon the advice of legal counsel, the Director, or their duly appointed designee shall determine whether or not to release the requested confidential information.

Subject to the provisions of applicable law, the Director will report in writing to the Board of Trustees, at least monthly, describing each instance, if any, in which the Library has received a request for information from state or federal law enforcement agents,



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whether informally or by a subpoena or court order, including the Library's response to such request and the current status of each request.

Enforcement

The provisions of this Privacy Policy will be construed and enforced by the Director at their sole discretion. All decisions, determinations, and actions taken by the Director or any other Library staff person with respect to this Privacy Policy are subject to review only by the Board of Trustees.