

## Privacy Policy

Date Approved: 3/13/2018

Approved by Library Board

Date Amended: 6/13/2023

Privacy is essential to the exercise of free speech, free thought, and free association. The Superior Public Library is committed to protecting your privacy, whether you are a user, visitor, and/or donor. This Privacy Policy explains what information we collect from you and why.

### Information Collected

The following information is an example of what may be asked of you.

- **Personal Information:** any information that can personally identify you, such as your name, physical address, email address, phone number, library barcode, payment information, and other similar information.
- **Residency Verification:** information such as driver's license, other government-issued identification and something that shows your resident address, such as utility bill with your postal address.
- **Internet Access:** Your name will be used for internet use.
- **Program Reservation:** Information such as name, phone number, and e-mail may be collected.

We are committed to keeping such information, outlined in all the examples above, only as long as needed in order to provide library services.

### How Information is Used

- We use Personal Information and Residency Verification to issue library cards. If the patron chooses to provide an email address for a library card, the e-mail will only be used for account alerts and other communications. We use patron information to assist with records on checkouts and to verify records of users' paid and unpaid fines.
- We use Personal Information and Social Media Information to administer promotions, surveys, programs, advocacy, fundraising campaigns, and surveys. These are all with the permission of the patron.
- We will use your information for requests for Interlibrary Loan and reference service.
- Your information will be used to sign up for classes and programs.

## **Protecting Your Library Card**

It is your responsibility to notify the library immediately if your card is lost or stolen or if you believe someone is using your card or card number without your permission. We encourage you to protect your password for your privacy and security.

### **Illegal Activity prohibited and not protected**

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Rules of Behavior, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers and network. This includes contacting law enforcement authorities and providing information that may identify the individuals(s) suspected of a violation.

We will not sell or share any information with anyone without your permission.