



## PRIVACY AND CONFIDENTIALITY of LIBRARY RECORDS

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), is committed to protecting your user privacy, whether visiting the library, using a library service, attending, or registering for a library program. Connecticut State statute, Section 11-25, mandates the library to treat information about borrowed materials and accessed content as confidential.

### What Information does the library Collect?

- The Library collects information about our patrons directly from them (“user-provided”) or through the use of hardware, software, Wi-Fi networks, and surveillance equipment (“automatically collected”).

### How Does the Library Use Collected Data?

- The Library uses personal Information to establish and maintain a library account.
- The Library uses account information to send alerts and other communications.
- The Library uses Library Records, including account information, to maintain our collections and report library performance.
- The Library uses account Information and Login Credentials to provide access to our digital services.
- The Library uses library records, account information, and surveillance equipment when reviewing incident and accident reports.

### When does the Library Share Information?

- The Library shares an Integrated Library System (ILS) with designated community organizations.
- The Library uses third-party library service providers and technologies to help deliver some of our services. These services are optional and information is only shared after **the user** establishes an account with the third party.
- The Library shares information pursuant to a court order.
- The Library may share information with partners or grantors with the express permission of the participants.

**Adopted:** December 2023

**Next Review:** December 2024