



## **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:** November 2025