

Larchmont Public Library Privacy Policy

The Board of Trustees and the staff of the Larchmont Public Library take our patrons' privacy very seriously as a perceived lack of privacy inhibits the free use of the Library and we also recognize that people are deluged with emails, phone calls etc. The Library will not sell or give your personal information to anyone except as outlined below. We are committed to protecting the personally identifiable information you give us and strive to collect and use only that information necessary to provide or improve library service. You have the right to access your information on our web site or in person, but will be required to provide proof of your identity. We will not disclose your personal information to others except upon your consent or request, or unless legally required to do so by a valid subpoena, warrant, or court order. We authorize only the Library Director (or her/his designee) to receive or comply with requests from legally authorized outside agencies. We will confer with legal counsel before determining the proper response. Moreover, the Library respects and complies with the requirements of the Library Records Privilege under section [4509 of New York's Civil Practice Law and Rules](#) (CPLR).

Library staff, as permitted by the Director, may also disclose information required for Library operations. Typical examples of disclosures for Library operations include disclosed fines owed by minors so that parents may pay fines, or disclosing address or library bar code number to facilitate home delivery by volunteers.

Information Required by the Larchmont Public Library and the Westchester Library System

The following are examples of information that you will be asked to provide to us:

- Any information that can personally identify you, such as your name, physical address, phone number; and email address
- Residency verification, such as driver's license or utility bill
- Login credentials, including username and password

Patrons should be aware that the information listed above is collected but not stored by the Library; however, the Westchester Library System (WLS) does maintain this information. Data maintained by WLS is outside the control of the Larchmont Public Library. For information about WLS's privacy policy and use of this information, please see WLS's [Privacy of Patron Data](#) page.

When you access our catalog from home, we will require the barcode number from your library card and personal identification number (PIN) for authentication purposes. Third-

party service providers may require your barcode and PIN for verification purposes but they do not have access to our records containing personal information.

Automatically Collected Information

When you use our Library services, such as our website and mobile applications, some computer servers may automatically capture and save information electronically about your usage of our Library services. Examples of information that we may collect include:

- Your Internet Protocol (IP) address
- Your location (Some online services provide access based on location in New York State.)
- Kind of web browser or electronic device that you use
- Date and time of your visit
- Website that you visited immediately before arriving at our website
- Pages that you viewed on our website

If you are using a Library device, we may also record your Library barcode, time and length of your session, and the websites that you visited.

Please also be aware that the Larchmont Public Library is a member of a consortium, the WLS. WLS, in conjunction with the other public libraries in the County, provides numerous services including the Integrated Library System (ILS) which is the computer backbone that manages circulation, cataloging and acquisitions. WLS also provides the “virtual desktops” Larchmont Public Library staff use to do their work. Finally, WLS and Larchmont provide various services such as Libby, Hoopla etc. that require personally identifiable information. What happens to your information is controlled by these entities and is governed by their Privacy Policies. WLS’s [Privacy of Patron Data](#) page explains this more fully and has links to many of the 3rd party services’ privacy pages. This is in addition to WLS’s [Privacy Policy](#). (Additionally, Larchmont Public Library uses 3rd party services that are not provided by WLS. Here they are along with links to their privacy policies. They include:

- Zoom - [Privacy Statement](#) - We use Zoom to provide online programs
- Booksite - [Privacy Policy](#) - We use Booksite to create curated lists with cover art such as [Recently Ordered Fiction](#).

We are committed to keeping such information, as in the above examples, only as long as needed to provide Library services.

Links to Other Sites

Our website contains links to other sites not maintained by the Library. We are not responsible for the privacy practices of any other sites you may visit. We encourage you to become familiar with privacy practices and be mindful of privacy.

Cookies

We use browser cookies to ease your access to our catalog and databases. Cookies are small data files that our computer server sends to your Web browser that are then stored on your hard drive. These cookies do not collect, store, or maintain your personally identifiable information. You do not have to accept these cookies in order to visit or use our website and resources, and you can choose to refuse cookies or delete cookies from your hard drive.

Email and Data Collection

You have the option of providing us with your email for two distinct purposes. One is to receive information pertaining to your library account, e.g. hold availability, approaching due dates, overdues, etc. These emails are managed by WLS. The other emails you can choose to receive pertain to upcoming library events, closures, explanations of Library services and so on. These emails are managed by Constant Contact whose privacy policies are [here](#). Giving your email to receive information about your library account does not mean you are signed up to receive program announcements and vice versa. You may remove your email at any time.

The Larchmont Public Library and the Westchester Library System use Google Workspaces, a product of Google, Inc., for traditional email functions and other services such as spreadsheets and documents. Additionally, Larchmont Public Library uses Google Analytics to measure visits to our web site (a statistic required by New York State) as well as other statistics such as: visits to particular pages within our site; where the visits to our page originated; and the type of device used for the visit. It does not collect personal information. Google Analytics has a feature that can gather visitors' demographics and interests. Larchmont Public Library has not turned that feature on in the past and will not in the future.

The Larchmont Public Library does not sell or rent personal information to others. We use your information only for the limited purposes of sending you updates and useful information about our programs, promotional information, enhancing the site operation, for statistical purposes, and for overall systems administration.

Although the Library's staff takes all reasonable precautions to guard your privacy, you should be aware that their control over Constant Contact and Google is limited. If you are concerned about privacy, you may want to ask a Reference Librarian for an explanation of which services are affected and what you can do to minimize or avoid the use of email.

Google's ability to use and share information collected by Google Analytics about your visits to this website is restricted by the Google Privacy Policy. To provide website visitors more choice on how their data is collected by Google Analytics, Google has developed an Opt-out Browser add-on, which is available by visiting Google Analytics Opt-out Browser Add-on, to enable you to opt-out of Google's programs.

As of February 1, 2022, these businesses have their own privacy policies available at:

<https://policies.google.com/privacy?hl=en-US> for Google

<https://endurance.clarip.com/privacycenter/?brand=ctct> for Constant Contact.

Children's Privacy

The privacy and safety of children is very important to us. Personal information collected by the Library is not shared with any other agency or organization. Due to the ease with which children can be induced to divulge personal information on the Internet, we urge parents to supervise their children's use of the Internet at home as well as in the Library.

Approved by the Larchmont Public Library Board of Trustees 10/15/08

Revised and adopted by the Larchmont Public Library Board of Trustees 4/14/10, 6/13/2012 and 6/8/2022.