

Confidentiality & Privacy Policy

Policy Statement:

Protecting user privacy and confidentiality has long been an integral part of the Deadwood Public Library's mission. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

Furthermore, all library patron and circulation records are strictly confidential in accordance with South Dakota Codified Laws (SDCL) 14-2-51, which states:

Confidential Library Records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees maintaining a check out system are not violations of this section.

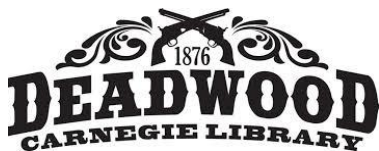
Records of patrons' use of library resources, materials, services, or programs subject to privacy and confidentiality include, but are not limited to, all personally identifiable information (PII) (first/last name, postal address, email address, and phone number), circulation records, security footage, computer use records, information sought or received, materials consulted or borrowed, database search records, interlibrary loan records, sign-up sheets, request for reconsideration forms, and emails.

Collection & Use of Personal Information & Records

Personally identifiable information (PII) may be collected directly from a patron through in-person or online registration, library account setup, a web form, or for support purposes. PII is used to carry out standard library operations, provide patrons with information about their accounts and upcoming events, and share important information about the services the library offers. Communication may occur via phone call, text messages, or emails, all subject to the patron's consent. At any time, users may opt out of receiving messages from the library.

Checkout History

By default, the library's circulation system retains the history of items checked out on a patron's account. This feature is intended to help users keep track of past borrowing. Patrons may request to opt out of this feature or have their history cleared at any time. Access to checkout history is limited to staff and handled with the same level of confidentiality as other account information.



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Digital Services & Third Parties

The library works with trusted, industry-standard vendors to offer digital services like our online catalog, circulation system, messaging, and downloadable content. These partners are chosen for their strong privacy practices and commitment to security. While they do have access to limited personal information needed to provide these services, they are expected to handle all data responsibly and in line with legal and ethical standards.

Procedure

The library does not disclose or distribute (unless authorized) users' names, postal addresses, email addresses, phone numbers, borrowers' records, computer use records, or other personal information to outside parties unless required to do so pursuant to a subpoena, court order, or where otherwise required to do so by law. Library staff who are approached by a law enforcement officer or agent with any request or court order to examine or obtain the library records of any library user will ask for identification and direct the officer or agent to the Library Director or other designated person in charge, who will review the request or search warrant and seek legal advice.

Search warrants signed by the court are immediately enforceable. The Library Director or designated person in charge may request time to send the warrant to the designated legal counsel for verification. If the officer or agent wishes to immediately enforce the search warrant, staff should not interfere; instead, they should notify the Library Director or the person in charge of the search.

Library staff must be familiar with and abide by all other applicable guidelines for how to appropriately respond to requests for confidential information, whether from law enforcement or individuals.