

Mount Kisco Public Library

Privacy and Confidentiality of Library Records

The Mount Kisco Public Library is committed to protecting the privacy of our staff and patrons. The Library does not collect information when visiting the Library website, the Westchester Library System (WLS) website, or when registering for a program or a library card. This confidentiality extends to information sought or received in the reference interview, materials consulted or borrowed; it also includes database search records, circulation records, interlibrary loan records, and any other personally identifiable uses of library materials, facilities or services.

Emails and Web Forms

Identifying information provided by e-mails or web forms will be used only for such purposes as described at the point of collection, such as to send information or provide library services or update library records. The Mount Kisco Public Library will not use patron emails for commercial purposes nor will it provide such information to external organizations. The Mount Kisco Public Library will not employ cookies for advertising or marketing.

Links to Other Sites

The Mount Kisco Public Library's website contains links to other sites. The Library is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. Library users should be aware that WLS and The Mount Kisco Public Library use third-party vendors to supply electronic services and content. Patrons that choose to use these services are responsible for making themselves aware of the privacy policies of these providers before and while using those services.

Circulation Records

The Library uses a computerized system to collect and track circulation records. The Library maintains information provided by our patrons from the registration form they complete when they register for a library card. When an item is checked out, that item is then tied to that patron's record in the WLS system. Records are maintained as needed to report anonymized statistics, collect debts, and complete the successful return of borrowed items. Patrons also have the option to extend retention of records to enable additional library account management features such as reading lists.

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Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (NYS CPL 4509). These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of

library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Adopted June 1995.

Revised and Adopted September 2021.

Reviewed and Adopted April 2026.