

# Cary Library Privacy Policy

The Cary Memorial Library (Cary Library) is committed to user privacy and confidentiality. The confidentiality of library records is a core part of library ethics, and the Cary Library follows the American Library Association's Code of Ethics, which states in part:

*"We protect each library user's right to privacy and confidentiality with respect to information sought, received and resources consulted, borrowed, or transmitted."*

As a member of the Minuteman Library Network (Minuteman), the Cary Library adheres to the Minuteman's privacy policy regarding the privacy of patron records. Confidentiality extends to all information sought or received, and all materials consulted or borrowed, including, but not limited to, database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services. The Cary Library does not monitor, track, or profile patrons' library usage beyond operational needs.

## Library Cards/Accounts

As free and democratic institutions, libraries protect the individual's right to privacy in their use of library materials and services. Under the Massachusetts General Laws, Chapter 78, § 7, public library records which reveal "the identity and intellectual pursuits of a person using such library [are] *not* . . . public record."

Information regarding patron accounts belongs solely to the cardholder. Patrons may access their library account by presenting their library card in physical or electronic format, providing some other form of identification, or answering a series of questions to confirm their identity. Changes to registration information, such as library card number, password/PIN, and contact information, can only be made by the library cardholder.

Individuals possessing another patron's library card in either electronic or physical format may take certain actions on the cardholder's behalf.

- Check out and renew library materials, including reserves and equipment
- See a list of materials currently checked out and reserved on the card
- Place new reserves on library materials

Individuals possessing a digital or print *Library Request Pickup Notice* for another cardholder will be allowed to pick up materials reserved for that patron.

Registration and circulation information may also be disclosed to:

- Staff of Minuteman Library Network member libraries acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

## Cary Library's Wireless Network

The Cary Library offers a wireless network that allows patrons to connect to the Internet. Please be aware that data accessed and sent over the library's wireless network is not encrypted. Patrons are encouraged to take measures to protect their privacy in all online activities.

## Privacy and the Library Website

When patrons visit the website [caryllibrary.org](http://caryllibrary.org), the library collects and uses information from those sessions to provide and improve its services. This includes:

- Usage Data: Anonymous data about sessions, searches, and page views is gathered for service improvement.
- Cookies: Used for website security and anonymous website analysis via Google Analytics.

## Electronic Communications with Library Staff

If a patron initiates a reference inquiry via the library website, or subscribes to the Library's newsletter, this information is considered an intellectual pursuit and thus protected as outlined above.

## Third Party Links on the Library Website

The Cary Memorial Library website ([caryllibrary.org](http://caryllibrary.org)) utilizes several third-party vendors (Libby, Hoopla, etc.) to provide access to digital content such as ebooks, e-audiobooks, movies, music, and more. Some of these third-party vendors may choose to collect and share information including but not limited to internet address, browser, and device information. Concerned patrons are advised to review the privacy policy for third-party vendors for detailed information about their practices. The Cary Library is not responsible for user privacy when visiting third-party websites. For a list of the Cary Library's third-party vendors, please contact the Reference Desk.

*Approved 4/2/25*