

Scappoose Public Library Privacy Statement

Our Responsibilities

The Scappoose Public Library District takes steps to protect the privacy and confidentiality of your library records and other personally identifiable information we collect. Our commitment to your privacy and confidentiality is based in the ethics of librarianship and protected by state law. In addition, state law (ORS 192.502(23)) protects your library records from disclosure if a member of the public or the media requests them. Library records include your circulation records, your name together with your address or telephone number, and your email address.

By choosing to submit your name, email address, mailing address or phone number in order to receive library services (such as registering for a library card, requests for assistance via email, submitting Purchase Requests, or being added to an email list), you are consenting to give us your personally identifiable information. We will keep this information confidential and will not sell, license or disclose it to any third party, except those parties WCCLS has contracted with to provide electronic services, or except as required by law. For information about the ways third parties may use or disclose your information, see below.

Scappoose Public Library District is part of a partnership with St Helens Library for electronic services. We will not share your personal information with St Helens Library. We also cannot access the personal information of St Helens Library users.

Your Responsibilities

Please notify your library immediately if your card is lost or stolen, or if you think someone is using your library card without your permission. When you get a library card, or create accounts with our third party vendor services, you should create unique passwords and protect them for your privacy and security. It is your responsibility to read the privacy policies and terms of service used by our third party vendors and you may choose not to use them.

Web Privacy

The library website and related services use cookies to collect anonymized traffic data to help make our site more useful to visitors, and to learn about the number of visitors to our site and the types of technology our visitors use. Some of the applications or external sites that you may link to from our pages, devices or equipment also use cookies. For more information on the use of cookies by each service, please refer to the Terms of Use and Privacy Policies for the services you use. You may set the preferences in your web browser to refuse cookies or to tell you when a cookie is being sent. This may result in an inability to access some library services

Third Party Services and Vendors

In addition to the services provided by the library, we use commercial vendors for some services. For more information on these third party services, and the specific types of data that may be gathered and disclosed by each service, please refer to the Terms of Use and Privacy Policies for the services you use which are available on the vendor websites. You may choose to not use these third party services if you do not accept their Terms of Use and Privacy Policies; please read them carefully.

- Mailchimp for website notifications
- Overdrive for eBooks and audio books
- Google Analytics for website statistics
- Gale for electronic reference material
- Learning Express for practice tests and tutorials
- Picktime for online booking and reservations
- Square for electronic payments

Illegal Activity is Prohibited and Not Protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Rules of Behavior, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and Redress

If you have a question, concern, or complaint about our handling of your personally identifiable information or this policy you may file written comments with the library director. We will respond in a timely manner and may conduct an investigation or review of practices and procedures. We conduct such reviews regularly to ensure compliance with the principles outlined in this policy.

The library director is custodian of library records and is authorized to receive or comply with public records requests or inquiries from law enforcement officers. The director may delegate this authority to designated members of the library's management team. The director confers with the library's attorney before determining the proper response to any request for records. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. We have trained all library staff and volunteers to refer any law enforcement inquiries to the library director.

Rev 10/20