

## Privacy Policy

The Rye Free Reading Room (RFRR) is committed to protecting the privacy of all library users, staff and donors. This commitment is based on applicable law and on the ethics and practices of librarianship. This privacy policy defines our commitment not to collect any personal information about users who visit the RFRR websites or register for a program or a library card unless users choose to provide such information. Any information provided will only be used to more effectively provide and better target library services.

This confidentiality extends to information sought or received, materials consulted, borrowed, acquired; and includes database search records, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

### Cookies

Users accessing the RFRR websites will need to enable cookies in order to access a number of resources available through the library, and those websites use cookies solely to verify that a person is an authorized user of library resources or to facilitate web site functionality. RFRR servers will not employ cookies for advertising or marketing.

**Data Collection.** The RFRR collects information about users directly from users, from automatically-collected network logs, and through cookies. In addition, some information may be retained in backup storage systems, hard copy form, or as required by law.

### 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 (for example, on a web form), such as: to send information or provide library services, create or update membership records, donations to the RFRR, participation in RFRR programs or events, or to better target library services to meet demands.

Patrons may be contacted to clarify a comment or question, to learn about customer satisfaction with library services or to deliver information regarding a library card account. To do so requires contact information provided by the patron. RFRR will not use patron/customer emails for commercial purposes, nor will it provide such information to external organizations. The RFRR will from time to time send requests to

support the library to users or others who have expressed interest in library programs or services. The RFRR does not sell or license information about its users or donors nor does it send donor solicitation mailings on behalf of any other organization.

### **Information Collected and Stored Automatically**

The RFRR does not collect data that is connected to a patron's personal information or identity. However, when a patron visits a library website to browse through the web site, read pages, or download information, certain information will be automatically gathered and stored by Google Analytics about the visit to these pages:

- User's location
- Device data including hardware address and type of device
- Web browser used
- Date and time of access
- Website used before arriving at the Library website
- Pages viewed on the Library website

The library uses this information to help make its site more useful to visitors and to learn about the number of visitors to the site and the types of technology used.

### **Links to Other Sites**

The RFRR's website contain links to other sites, and the RFRR 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 the 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. A list of third-party service providers used by the library can be accessed through <https://www.ryelibrary.org/about/privacy/>.

### **Customer Circulation Records**

As a member library of the Westchester Library System (WLS), the RFRR uses a computerized system to collect and track customer circulation records. The RFRR maintains information provided by our customers 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 customer's record in the WLS system. WLS and the RFRR make every effort to break the link between a customer and their circulation activity as soon as possible. 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.

For more details about the WLS privacy policy, please visit the WLS website at <https://www.westchesterlibraries.org/about-wls/patron-privacy/>

### **Privacy & Confidentiality of Library Records**

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.

Approved by the Board of Trustees, September 30, 2025