



Patron Privacy Policy

The Pottstown Regional Public Library abides by the guidelines of the [Pennsylvania Library Code](#), Title 24. PA. C.S. Education, Part VI. Libraries, Subpart A. Public Libraries, Chapter 93: Public Library Code, Subchapter E: Miscellaneous Provisions, Section § 9375. Privacy of circulation records:

Records of the following institutions which relate to the circulation of library materials and contain the names or other personally identifying information of users of the materials shall be confidential and may not be made available to anyone except by a court order in a criminal proceeding:

- (1) The State Library.
- (2) A local library established or maintained under the provisions of this chapter.
- (3) The library of a university, college or educational institution chartered by the Commonwealth.
- (4) The library of a public school.
- (5) A library established and maintained under a law of this Commonwealth.
- (6) A branch reading room, deposit station or agency operated in connection with a library described in this section.

The Pottstown Regional Public Library respects and protects the privacy and confidentiality of all individuals, minors as well as adults. Both the Commonwealth of Pennsylvania and the Bill of Rights of the U.S. Constitution provide guarantees of confidentiality and privacy. Privacy is essential to the exercise of free speech, free thought, and free association. Protecting user privacy and confidentiality is an integral part of the mission of public libraries. The American Library Association (ALA) states in Article VII of the [Library Bill of Rights](#) that “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.” The Pottstown Regional Public Library abides by these principles.

The Pottstown Regional Public Library collects only that personally identifiable information about users that is needed for the function of the Library. The Pottstown Regional Public Library collects the following information for library card registration: name, address(es), phone number(s), date of birth, driver’s license/identification card number, email, and assigned barcode. Privacy and confidentiality protections are part of Library procedures. The Library retains personally identifiable information about users only as long as is needed for Library functions. Physical Library card registrations are stored for one (1) year in a publically non-accessible area before being scanned into a secure hard drive, after which the physical application is shredded for security purposes. Access to patron registrations is restricted to specifically authorized individuals employed by Pottstown Regional Public Library.

The Pottstown Regional Public Library does not disclose or distribute users' names, addresses, phone numbers, borrower records, computer use records, or other personal information to anyone unless required to do so pursuant to a court order, subpoena, or where otherwise required by law. Any personal information collected by Pottstown Regional Public Library will not be sold to any third party vendor. With regard to minors, only the cardholder and the parent/guardian who signed the minor's library card application, thereby assuming responsibility for the items checked out on it, will be given information pertaining to the minor's account.

The current registration form for a Pottstown Regional Public Library card allows patrons the opportunity to opt-out of receiving information about library programs, services, or resources. Patrons also have the ability to request that they be removed from mailing lists. Requests for existing patrons to be removed from mailing lists, or to opt-out of receiving information about library programs, services, or resources, may be sent to pottstownlibrary@mclinc.org.

The Pottstown Regional Public Library may change this Privacy Policy at any time. This policy does not offer any contractual or legal rights to any party using the Pottstown Regional Public Library website.

Reviewed and Approved by the Board of Directors 6/23/2022.