

Privacy and Confidentiality Policy

Burnet County Library System is committed to protecting the privacy and confidentiality of all patrons, in line with legal requirements and the American Library Association's [Code of Ethics](#).

Texas Government Code Title 5 Section 552.124, Public Information, prohibits the disclosure of library records that identify a person who requests, obtains, or uses library materials or services unless:

1. The records are released to the person to whom the information relates, or to that person's authorized representative, or
2. Disclosure is reasonably necessary to the operation of the library, and the records are not confidential under other state or federal law, or
3. A law enforcement agency or prosecutor obtains a court order or subpoena for the records by showing to a district court that the records are necessary to protect the public safety or that they are evidence of an offense or constitute evidence that a particular person committed an offense.

Information the Library Collects About You

1. Your name and current mailing address. This information is required before a library card can be issued.
2. Records of items you have checked out, titles in your saved lists and reading history*, and titles you have on hold. **Patron reading history can be disabled upon request by the patron or through their account on our catalog.*
3. Records of items you have overdue and items you have returned late or damaged. Items returned on time in good condition are removed from your record when they are checked in.
4. Records of any fines and fees you owe.
5. Contact information for people who have signed up for library classes or programs.
6. Records of people and organizations that use the library meeting room facilities.
7. State ID information or other approved identification

How the Library Protects Your Confidentiality

1. Retains only that personal information necessary to deliver library services and maintain control of library property.
2. Prohibits confidential information from public access, and verifies your identity during telephone transactions.
3. Purges electronically or manually shreds data in accordance with the state retention schedules.
4. Releases account information only to the account holder or to that person's authorized representative, including the adult responsible for a child's card.
5. Does not share, sell, or lease your personal information to any commercial or nonprofit entity that is not affiliated with the library.
6. Ensures that its third-party contractors and service providers adhere to its confidentiality policies.

7. Public computers regularly remove web history, cached files, and other computer and internet use records.
8. Does not share with third parties or private or public agencies any information about library users, the materials they check out, the information they seek, or the services they use, unless required to do so under the provisions of the Texas Government Code or the U.S.A. Patriot Act.
9. Denies all requests from third parties for records containing personal information, and refers such questions to the Director when necessary.
10. The Director consults with the County Attorney before determining the proper response to any request for records.

What You Can Do to Help Protect Your Privacy

1. Protect your account number, library card, and password.
2. Use care when allowing others to use your library card. Use care in the use of your child's card.
3. Return materials on time.
4. Notify us immediately if your library card is lost or stolen.
5. Use care when accessing or inputting any kind of personal information on the library's computers.
6. Be sure to log out of any secure sites you have visited.
7. You are entitled to review your personal information and are responsible for keeping it up to date. Inform the library if your name, address, or contact information changes.
8. Questions or concerns about your privacy and confidentiality rights may be filed in writing with the Library Director. The Burnet County Library System supports the principles of intellectual freedom described by the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#).

U. S. A. Patriot Act

For more information about the U.S.A. Patriot Act, go to: [American Library Association](#)