

The Board of Trustees and Calcasieu Parish Public Library staff recognize our patrons' concerns about privacy on the Internet and information contained in library records.

Louisiana State Statute R.S. 44:13 provides that access to registration records and other records of use maintained by libraries may not be disclosed except to a parent or guardian of a minor child seeking access to that child's records, to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual or group of individuals to inspect such records, or by order of a court of law.

Patron records and transaction logs are stored in the Integrated Library System. Personal information is collected during the registration process and when patrons, or their parents or guardians, provide updated information for their records. Patrons may also list contact details when submitting forms, sending correspondence, or enrolling in a reading challenge or similar services.

Any information collected will only be used to fulfill patrons' service needs and to help the Library improve and target its services effectively. Our staff understands that access to patron, transaction, and collection files is strictly limited to Library business. Information about patrons and patrons' transactions will not be made available to any unauthorized individual or external agency. Personal information and mobile numbers collected through opt-in will not be shared, sold or rented with third parties for marketing purposes.

Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations that they visit and use on public computers. For further information regarding the use of the Internet and public computers at Calcasieu Parish Public Library, please refer to the Internet & PC Use Policy.

The Executive Director ensures that video surveillance is monitored when necessary to maintain a safe environment.

The supervisory staff ensures that Library staff understands the Video Security Camera Policy and related procedures through training.

Incidents on Library premises may require the following steps to be taken:

- a. Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- b. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- c. Images may be shared with other Library staff to identify person(s) suspended from Library property and maintain a safe and secure environment.

The Executive Director is ultimately responsible for responding to record requests but may designate another staff member to do so when necessary. Individuals with questions or concerns about the Library's Privacy Policy should contact Library Administration. Current office hours and contact information may be found on the Library's website.

