



Privacy and Confidentiality

Oak Ridge Public Library believes that all patrons deserve privacy and confidentiality concerning their use of the library. In accordance with TCA 10-8-102, no library employee shall disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as having otherwise used such library.

Privacy exists when patrons feel they can use the library freely without being observed or judged for their search or use of information. Confidentiality exists when the library gathers only that information needed to ensure the smooth operation of the library and protects that information. Oak Ridge Public Library adopts the ALA Library Bill of Rights, Freedom to Read, and Intellectual Freedom Statement as guiding principles in all library affairs.

Information the library collects:

We will collect contact information such as name, address, phone number, email address and notification preferences in order to communicate with you about overdue items, fines and fees, library programs and services, and library news. We collect information on age only for juvenile card holders in order to graduate those accounts to adult status at the appropriate time.

Library computers are equipped with software to erase browsing history, cookies, downloaded documents, and autofill information when each patron session is logged out. However, no software is perfect, and users are encouraged to ensure they have not saved any personally identifiable information to a library computer.

Security Cameras

The purpose of installing security cameras at Oak Ridge Public Library is to protect the safety and security of library patrons and staff, library holdings, and the physical environment while simultaneously protecting the privacy and freedom to read of library patrons and staff. The Oak Ridge Public Library firmly supports everyone's right to browse, collect, and contemplate information free of judgement and without assumption of wrong doing. However, since theft, vandalism, and behavior inappropriate for a public setting have been demonstrated issues over time, security cameras are installed for the sole purpose of ensuring the safety of library patrons and staff and to secure the library's holdings against vandalism and theft.

- Cameras will be placed in areas where vandalism and theft are recurrent.
- Cameras will not be placed in areas where there is a reasonable expectation of privacy such as restrooms.
- Video collected from security cameras will be retained for seven working days only.
- Video collected from security cameras will be for the sole purpose of deterring crime in the library, protecting staff and patron security, and assisting law enforcement as deemed necessary by court order.
- The library director will have access to recorded video.
- Live video will be available to staff in order to help ensure the safety of the building in real time.