

Joan Weill Adirondack Library Privacy Policy

It is the policy of Paul Smith's College's Joan Weill Adirondack Library that the privacy of all users will be respected in compliance with federal and state laws as well as professional standards.

The Library will not reveal personally identifiable information*of individual users or reveal what information sources or services they consult under most circumstances. Reasons for disclosure include being required by search warrant or subpoena or if there is a substantiated reason to believe that violations of law or of College or Library policies have taken place; or when failure to act might result in significant bodily harm or significant property loss. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

All library records and other information relating to an individual's use of the library and its resources are considered confidential. These records include, but are not limited to, circulation records of library materials, address and other registration information, reference or informational questions asked, interlibrary loan transactions, and computer database searches. This information, however, may be consulted and used by library staff in the course of carrying out library business.

***Personally Identifiable Information**

We consider any information that could reasonably be used to identify you personally as personally identifiable information. This includes, but is not limited to:

1. Your name
2. Your address
3. Your email address
4. Your PIN (Personal Identification Number)
5. Your password
6. Any combination of data that could be used to identify you such as your birth date, your zip code and your gender.