

Privacy Policy

1. Confidentiality of Library Records

- a. The White House Public Library strives to protect the privacy of its users. In accordance with the Tennessee State Law, Title 10, Chapter 8 of the Tennessee Code Annotated, no employee of the White House Public Library shall disclose any library record that identifies a person as having requested or obtained specific materials, information, or services or as having otherwise used the library.
- b. The library staff is not allowed to give personal information that a patron provides the library to another individual, nor will the library sell such information to third parties.
- c. The library will release information to the parent or guardian of a minor for the purpose of recovering overdue material and settling accounts for lost or damaged material.
- d. Patron information and library records may be released only to a law enforcement agency after presentation of a processed court order (subpoena or search warrant).

2. Electronic Resources Confidentiality

- a. The library's computer software automatically erases all activity data after each use to protect patron privacy.
- b. The library's printers will hold documents in the queue for two hours before the document erases. Patrons can erase documents in the printer queue after printing. The library is not responsible if a patron's document(s) is printed by another individual due to that patron's failure to erase his/her document(s)
- c. Patrons do not have log in to use the online public access catalogs (OPAC). Searches are not saved on the OPAC unless a patron chooses to log into his/her account. The library staff is not responsible for changes to patron account information or personal data acquired in the event that a patron does not log off their personal account on a library OPAC. OPACs are reset at the beginning of each day.

3. Social Media and Public Relations

- a. The library will not post photos of patrons to social media pages unless the patron and/or legal guardian of a child has signed a photo release form, the picture does not show the patron's face, or the patron's face is blurred.
- b. The library will not send photos of patrons to newspaper unless the library has a photo release form. The library is not responsible if the press or third party take photos of library events which include patrons that are then posted on social media or published in newspapers.