

PRIVACY STATEMENT
OF THE
Livingston Public Library

Your records are strictly confidential!

At the Livingston Public Library, we go the extra step to ensure that your records remain your business and no one else's.

If you forget your library card, you can check out items and retrieve account information with a suitable ID at the Help Desk. This process helps us recognize you and avoids checkout discrepancies.

Your hold items will check out only to your card. If you want a friend or family member to pick up your hold items, be sure to give him or her your card.

We give your hold/reserve information only to you. Specific details on your hold items will not be given to your answering machine, roommate, or anyone else. You may call 973-992-4600 if you miss our call.

Someone else may pay your fines, but specific information will not be given to them. If someone returns or renews an overdue item for you, he or she may pay the fine, but your account history will not be disclosed.

Children's records are equally protected. We ask parents to use their child's library card when checking out, renewing or paying fines on items for their child.

Your records are available to you. Although your library account is protected from others, you can access information about it in a variety of ways:

- By calling the Library at 973-992-4600. You must give your library card number in order to receive information about your account.
- Online using *Your Library Card*. Log on to the BCCLS web site at www.bccls.org. You must first obtain a pin number at the Help Desk to access this feature.

The Livingston Public Library guarantees the privacy of customer records. If you have any questions concerning the privacy of your records, please let us know.

For more information about the Library and your privacy, please call us at 973-992-4600.