

Privacy Policy

Introduction

All registration and lending records of Thomas Memorial Library (TML) are considered private and confidential as part of our commitment to intellectual freedom and the Maine Revised Statute, Title 27, Chapter 4a, Section 121. Confidentiality extends to all records with identifying information about patrons, including requests for information and materials, lending transactions, the use of TML computers, Study Room reservations/usage, and the online resources they access.

TML will keep patron records confidential and will not use this information except as necessary for the proper operation of the Library. This information may only be released with the express written permission of the patron involved or as the result of a court-ordered subpoena. TML records may be subject to disclosure to law enforcement officials under provisions of state law, the USA PATRIOT Act or in a civil lawsuit. Librarians may be forbidden from reporting to a patron that records have been requested or obtained under provisions of the USA PATRIOT Act.

Patron Account Information

TML avoids creating unnecessary records, avoids retaining records not needed for library business purposes, and does not engage in practices that might place personally identifiable information on public view without a patron's consent.

Information TML may gather and retain about patrons includes the following:

- Information required to register for a library card (e.g. name, address, telephone number, email address, birth date)
- Records of materials currently checked out, charges owed, payments made
- Materials being kept on hold or in reserve for an individual
- Records of materials returned but not checked out by another patron (e.g. last check out)
- Cancelled hold information are briefly retained by the system.
- Sign-up information for TML classes or programs
- OCLC Interlibrary loan (out of state requests) records for the current and previous fiscal year
- Program attendance, internet sign-up, reference questions, and database search records (tally only; does not contain any personally identifiable information)

TML will not collect or retain a patron's private and personally identifiable information without consent. Individuals may choose to submit their names, email addresses, postal addresses or telephone numbers in order to receive library services, such as registering for library cards, ordering materials, receiving personal responses to questions or specific mailing lists. If consent is

given, personally identifiable information will be kept confidential and TML will not sell, license or disclose it.

Use of Patron's Email

By providing your email address in your TML account, you agree to receive notification emails about items requested and borrowed including due date reminders, as well as overdue and bill notices. You will also receive our email newsletter of Library events and news. Within each email newsletter sent, there is an option to unsubscribe from the newsletter.

Parents and Children

We respect the privacy of all TML patrons, no matter their age. Parents, guardians, or caretakers of child(ren) under age 18 who wish to obtain access to a child's library records, including titles of materials checked out or overdue, must provide the child's library card or card number.

Having Other People Access a Patron's Account

Any person can have access to an account if they have the library card or digital facsimile of the library card. If a library card has been lost or it is suspected that someone is using the account without permission contact TML immediately.

Computers and Electronic Resources

In accordance with the Maine State statute regarding confidentiality of patron information (Title 27, Chapter 4a, Section 121) and this Policy, TML will not disclose any information, including the use of electronic resources, about any of its patrons, adult or minor, except by the express written permission of the patron involved or as otherwise ordered or directed by a court of competent jurisdiction.