



39 Bowdoin St. | Winthrop, ME 04344 | 207-377-8673 | [www.baileylibrary.org](http://www.baileylibrary.org)

# PRIVACY POLICY

## I. INFORMATION COLLECTION & USE

The Bailey Library is the sole user of the information collected at our facility or on our website. We will not sell, share, or rent this information to others.

## II. PUBLIC COMPUTER & INTERNET PRIVACY

Public terminals at the Bailey Library are open and available to all who request access regardless of library membership or residency. No logs are kept as to who uses the public terminals, or what content is viewed during a session.

## III. EMAIL PRIVACY

If patrons choose to provide an email address on their library card application, this information will only be used to deliver Bailey Library lending material notices and the Bailey Library newsletter. Email addresses will never be sold to or shared with others.

## III. LENDING MATERIALS

When a member of the Bailey Library checks out an item, that information is recorded for the purpose of determining due dates and overdue fines. Holds are also recorded as part of a cardholder's record. However, when the book is returned, or the reserved item is picked up and returned, this information is removed from the patron's record by default.

## III. DONATIONS

When a financial donation is given to the Bailey Library, staff will record the donor's name, address and amount of gift to comply with auditing procedures and to issue the donor a receipt. This information will never be given or sold to other organizations. Donor information will be used internally to further Bailey Library development efforts. Please note: The Bailey Library is not a 501(c)(3), but donations may be made to the nonprofit Winthrop Public Library Foundation, which exists to accept charitable donations on behalf of the Bailey Library.



### **III. CONFIDENTIALITY OF LIBRARY RECORDS**

The Bailey Library affirms the following Maine law and adopts as policy:

A record maintained by the Bailey Library is confidential if the record contains:

- A. A library patron's personally identifying information, including but not limited to the library patron's name, address, phone number and e-mail address; or
- B. Information that identifies a library patron as having requested, obtained, or used books or other materials in any medium at the Library or provided by the Library.

A record designated confidential may be released only with the express written permission of the library patron involved; to officers, employees, volunteers and agents of the Library to the extent necessary for library administrative purposes; or as the result of a court order.

### **IV. PUBLICITY PHOTOGRAPHY**

The Library reserves the right to use photographs or film taken at library-sponsored programs and events for publicity purposes in a variety of formats. It is presumed that patron's consent to the Library's use of these photos or videos unless they specifically inform staff of an objection when the photos or videos are being taken.

