

Pentwater Township Library

Patron Privacy Policy

This document details the assurances and intentions of the approach to privacy by the Pentwater Township Library (Library).

Information Collection and Use

The Library is the sole user of the information collected on the LIBRARY website, social media or in the Library. The Library will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. The Library collects information from our users at several different points.

Internet Use

In order to use the Internet stations at the Library, a user must provide name. This information is only used in the event that the user breaks one of the Library rules of behavior during his/her session. The log in information is destroyed daily. No logs are kept as to what content is viewed during a session.

Obtaining a Library Card

In order to obtain a Library card, patrons must provide proof of current physical and mailing addresses. Email addresses will never be sold to or shared with others but may be used by the Library. If a patron chooses to provide an email address on his/her Library card application, this information will only be used for library communications.

Library Records of Minors

The person who signs a minor's application for a library card becomes liable for overdue fines and the payment for or the return of the materials identified in the Library record of a minor. A list of the overdue titles and accrued fees of the minor may be released to the signatory.

Checking out Materials

When a library cardholder 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 Library's software program by default. The individual account holder may still have access to his/her records.

Board Meetings

In order to make a public comment at a meeting of the LIBRARY Board, an individual will be asked to provide his/her name and address.

Donating to the Library

When a donation is given to the Library, the donor's name, address and type and amount of gift will be recorded to comply with library auditing procedures and to issue the donor a receipt for tax purposes. This information will never be given or sold to other organizations. Donor information will be used internally to further library development efforts.

Comment Cards and Online Forms

When a patron fills out a comment card or online comment form, he/she can optionally provide his/her name, address, and email address. This enables the Library to respond to patrons' comments. This information will not be shared or sold to other organizations.

Links

The Library website contains links to other sites. Please be aware that the Library is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site to read the privacy statements of each and every website that collects

identifiable personal information. This privacy statement applies solely to information collected by the Library.

Newsletter

If a person wishes to subscribe to the library newsletter, contact information such as name, address and email address are collected. The information will not be shared or sold.

Surveys

From time-to-time the Library site requests information from users via surveys or contests. Participation in these surveys or contests is completely voluntary and the user, therefore, has a choice whether or not to disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip code and age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of the Library.

Notification of Changes

If the Library decides to change its privacy policy, those changes will be posted to the library homepage so library users are always aware of what information is collected, how it is used, and under what circumstances, if any, the information is disclosed. If at any point it is decided to use personally identifiable information in a manner different from that stated at the time it was collected, notices will be sent to the email addresses on record. Users will have a choice as to whether or not their information is used in this different manner. Information will be used in accordance with the privacy policy under which it was collected.

Adopted by the Pentwater Township Library Board on 07/17/2018.