



## Privacy Policy for Kennebunk Free Library

The Kennebunk Free Library recognizes that library records and patron information are confidential. Under Maine state law (Title 27 chapter 4a section 121) public libraries are required to keep patron records confidential. These records may only be released with the express written permission of the patron involved or as the result of a court ordered subpoena.

The USA Patriot Act of 2001 allows the FBI to obtain search warrants for library circulation records, Internet use records, e-mail, books, floppy disks, and computer hard drives. This act supercedes state law regarding confidentiality. Furthermore, it is illegal for librarians to disclose the existence of such warrants, or to tell patrons if the FBI is investigating them.

The library staff is bound by the American Library Association Code of Professional Ethics which states: "We protect each user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

The library collects and maintains the following information from patrons:

- All information patrons are required to provide in order to be eligible for a library card, including name, address, phone and date of birth for minors.
- Records of materials currently checked out to an individual and materials returned but not checked out by another patron (e.g. last check out.)
- Materials being kept on hold or in reserve an individual
- Interlibrary loan records for three years back.

The library does not keep the following records:

- Program attendance
- Internet sign up
- Reference questions, interview and consultations
- Database search records

When a library staff member contacts an individual regarding overdue materials or material on reserve, the staff member will not leave specific item information with a third party or on an answering machine. Specific item information will only be shared with the person requesting the material. Library staff will leave a phone number for the individual to call.

Cookies on public access computers are wiped clean at the end of each day. No office files may be saved to the computer hard drive. In the event unauthorized files are saved to the computers, they are erased at the end of each day.

Prepared by Stephanie M. Limmer, Director  
Approved by the Board Of Trustees 6/24/03