



# **Gallison Memorial Library**

11 Center Street Harrington, ME 04643  
207.483.4547 [gallison.lib.me.us](http://gallison.lib.me.us)

## **PRIVACY POLICY**

### **I. INFORMATION COLLECTION & USE**

The Gallison Memorial 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 Gallison Memorial Library are open and available to all who request access regardless of library membership or residency.

### **III. EMAIL PRIVACY**

The email address provided for obtaining a library card, will only be used to deliver Gallison Memorial Library lending notices and/or the Gallison Memorial Library newsletter. Email addresses will never be sold to or shared with others.

### **III. LENDING MATERIALS**

When a member of the Gallison Memorial 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 Gallison Memorial 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 Gallison Memorial Library development efforts.