

Patron's Right to Privacy Statement

The Windham Public Library recognizes the need to protect your right to privacy about the questions you ask and the materials you borrow and read.

In order to guarantee privacy to each individual, Maine Law (Title 27, Section 121) mandates, regardless of age, confidentiality of your registration and borrowing records. The Windham Public Library policies and procedures carry out this intent. Library staff will not distribute or disclose this information to outside parties unless required to do so by State or Federal laws or pursuant to a patron's consent as outlined below:

- To a law enforcement officer or authorized agent of the court with appropriate ID:
 - Presenting a written request for Library records in proper legal form
 - Acting in the scope of the Officer's law enforcement duties investigating a matter involving public safety in exigent circumstances, or
 - Responding to the Library's request for help in maintaining its collections.
- To a Library approved recovery agent for the collection of fines, fees, and non-returned Library materials.
- To a Library cardholder requesting information on his/her own account, or to the parent/guardian of a minor child requesting information on their child's account (child's library card or approved digital image* of the cardholder's library card must be presented).
- A family member or friend approved to pick up an item on hold or otherwise access patron information (library card or approved digital image* of the cardholder's library card must be presented).

Library patron records may be used internally for administrative purposes including, but not limited to:

- The establishment and maintenance of a system to manage Library records
- The transfer of library records from one records management system to another
- The compilation of statistics and the collection of fines, fees, and non-returned Library materials.

Use of Facility

There is no reasonable expectation of privacy regarding a person's presence in a public building. For that reason, library staff may respond to questions from law enforcement officers about a person's presence in the library. Please note that there is a distinction between privacy of a patron's use of library materials and services and their physical presence in public building.

*photograph of library cards will not be accepted. Only scanned digital images within the CardStar app or similar digital card app.

Approved January 11, 2018 by the Library Board of Trustees