

Louis B. Goodall Memorial Library

Notice to Patrons Regarding Library Records and Privacy

Records the Library keeps

The Louis B. Goodall Memorial Library keeps the following records about the activities of its patrons:

- The Library keeps each patron's name, address, telephone number in a database.
- The Library keeps a record of materials that each patron currently has checked out and not returned. The records contain a description of the materials and the name of the patron.
- The Library keeps a checkout history for each patron going back to the year 2000.
- The Library keeps records of Inter-Library Loan material for 1 year.
- The Library keeps a log of the names of persons using each public access computer. Those records are destroyed at the end of the day.
- The Library's computers keeps copies of files accessed on the Internet (including in some cases, e-mail messages accessed) in its cache for 1 day. The computers are automatically set to delete the cache every day, although computer technicians can often recover files after they are "deleted"

Privacy of records

The records that the Library keeps that show what materials a particular patron used or checked out are confidential under Maine law. Nevertheless, the records may be released as follows:

- If a patron consents in writing to the release of records, then the Library may release the records.
- If any court orders that the records be released, then the Library must release the records. This may happen in any type of case, criminal or civil.
- Under the USA PATRIOT Act, the library maybe ordered by a federal court to release "tangible items" to the FBI if the items are related to an investigation into terrorism or illegal intelligence activities. Those items may include computer disks or tapes, computers, or the Library's written records. If the Library receives that type of federal court order, then the Library (and its employees) cannot tell the patron that the FBI requested the records or that the Library gave the records to the FBI.

Title 27: LIBRARIES, HISTORY, CULTURE AND ART
Chapter 4-A: LIBRARY RECORDS

§121. Confidentiality of library records

1. **Confidentiality.** A record maintained by any public library, as defined in section 110, subsection 10, the Maine State Library, the Law and Legislative Reference Library or a library of the University of Maine System, the Maine Community College System or the Maine Maritime Academy 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 [2015, c. 81, §1 (NEW).]

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. [2015, c. 81, §1 (NEW).]

[2015, c. 81, §1 (NEW) .]

2. **Permitted release.** A record designated confidential by subsection 1 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.

[2015, c. 81, §1 (NEW) .]

3. **Public record.** A library may publish and release as a public record aggregated and statistical information pertaining to library patronage, circulation activities and use of any service or consultation the library provides as long as the release of the information does not jeopardize the confidentiality of a library patron's personally identifying information.