

Privacy Policy

Approved by the Library Board of Trustees 2/16/2017

I. Introduction

The Jesse M. Smith Memorial Library is fully committed to protecting the privacy of our patrons. It is our utmost belief that privacy is mandatory to the ideas of free speech, free thought, and free association. This Privacy Policy was created with the intent to inform users of what the library does with your information.

II. Library Records

The Jesse M. Smith Memorial Library maintains patron information in conjunction with our dedication to maintaining an efficient and accurate library system. Patron information pertain to library cards, such as names, phone numbers, and addresses are kept in OSL's Sierra database system in order to expedite services pertaining to loans and returns. Patron borrowing history is not kept. However, patrons may specifically request that a list is kept if they so wish.

III. Use of Information For Services

As part of our service to the public, the Jesse M. Smith Memorial Library offers our meeting rooms for public use free of charge. Meeting room use is conferred upon the receipt of Meeting Room Applications, which include the applicant's name, phone number and e-mail address. Meeting room applications are retained for a timeframe of one (1) year in a secure location. This information is not disclosed to any third-party entities and is properly discarded within the allotted time.

IV. Use of Information For Programs And Activities

The library offers a wide variety of programs and services to patrons of all ages. In order to maintain accuracy and as not to exceed capacity on certain events, the library collects basic information such as names and phone numbers of participants for the purpose of contacting individuals in the event of a cancellation or similar circumstance. This information is kept for the timeframe of one (1) month after the month that the program is held.

For our Summer Reading Programs (SRP), patron information such as student grade level is used strictly for statistical purposes in compliance with ALA standards. Phone numbers are kept temporarily in order to contact recipients of prizes.

V. Security

Meeting Room applications are kept and maintained by the Assistant Director, and are only accessible by the Assistant Director and the Library Director. The Director and Assistant Director are the only two entities that are permitted to use this information for the purposes outlined in Section III.

Information kept for the purposes of programs and events is kept in their respective departments and are accessible to all members of that department, and to the Director and Assistant Director for the purposes outlined in Section IV.

For procedures regarding the furnishing of information to law enforcement, The Jesse M. Smith Memorial Library adheres to the OSL Procedures for Law Enforcement Visits.