

## **South Haven Memorial Library Privacy Policy**

The Board of Trustees and staff of the South Haven Memorial Library recognizes our patrons' concerns about privacy on the internet. This privacy policy explains how we deal with the personal information we may collect from our patrons.

When visiting the South Haven Memorial Library's web site and using our electronic services, patrons can choose to provide their name, e-mail address, library card barcode, phone number or home address. This information will only be used to fulfill patron's service needs and to help the Library improve and target its services effectively.

Our staff understands that access to patron, transaction, and collection files is strictly limited to Library business. Information about patrons and patrons' transactions will not be made available to any unauthorized individual or to any external agency.

Our patrons should be aware that they are subject to the privacy policies of any other websites and organizations that they visit and use.

Our professional ethics require that a patron's personal information be kept confidential. Confidential library records should not be released or made available in any format to a federal agency, law enforcement officer or other person unless a court order in proper form has been entered by a court of competent jurisdiction after showing good cause by the law enforcement agency or person seeking the records.

In accordance with the State of Michigan Library Privacy Act 455 of 1982, (amended 1996, act 188) your library records are confidential; however, the federal USA Patriot Act requires the Library to provide access to those records when requested with the appropriate authorization.

The USA Patriot Act was signed into law on October 26, 2001, and reauthorized on March 9, 2006. The Act, particularly sections 215 and 505, affects libraries in that it allows the FBI to use special search warrants to retrieve library usage records, overrides state and local privacy laws, and prohibits the library from notifying the patron under suspicion, the press, or anyone else that an investigation is underway. Under special circumstances, the USA Patriot Act allows the FBI to take records related to internet usage without a warrant.