HINGHAM PUBLIC LIBRARY PRIVACY POLICY NOTICE

Approved 5/21/03

The Hingham Public Library ("Library") is committed to protecting, to the maximum extent practicable, the privacy of patron information which is not considered a public record under General Laws, c.78, sec. 7. This statute states library records "that reveal the identity and intellectual pursuits of a person shall not be considered a public record." Accordingly, the Library considers circulation and registration records with identifying information such as name, address, telephone number and email address, as well as materials borrowed or accessed electronically, not to be part of the public record. Nevertheless, pursuant to a subpoena, search warrant, or as otherwise required by law, such records may be disclosed to proper authorities.

While the Library will endeavor to protect the privacy of patrons' use of Library computers, patrons should be aware, when using Library computers, that the Library cannot and does not guarantee privacy. Patrons should not have an expectation of total security in a networked system of shared public-access computers.

PATRON RECORDS

Identifying information collected by the Library is limited to what is needed to conduct normal Library business and will not be sold or leased for any other purpose. Personal information gathered such as name, address, phone number and email address are gathered for the purpose of identification and accountability for use of Library materials and can be accessed by authorized individuals only. This information resides in a database maintained by the Old Colony Library Network ("OCLN") whose privacy policy states:

> "Records of library use (i.e. amount of or titles of materials checked out and returned, or services used) are maintained only for the purpose of statistics… OCLN has appropriate security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that OCLN has collected from you at our site. OCLN takes many measures to safeguard user information, but cannot and does not guarantee that every task completed via its network is private."

Individual access to OCLN patron transaction information is controlled by use of a unique library card number and Personal Identification Number ("PIN"). Patrons are encouraged to set up a unique PIN to augment their privacy. Lost library cards should be reported to the Hingham Public Library's Circulation Department.

COMPUTERS FOR INTERNET ACCESS AND OTHER PUBLIC COMPUTING FUNCTIONS

While the Library will endeavor to protect the privacy of patron usage of public computers available for Internet access and other public computing functions to the extent practicable, patrons should understand that the Library cannot and does not guarantee privacy with respect to the use of these machines. Moreover, even the most secure networks can be susceptible to outside intervention, and therefore all transactions, files, and communications are potentially vulnerable to access by others.

Patrons are expected to save data to their own storage media only and should never save data or documents to the Library's permanent storage media. Anything stored on Library computers should be considered available to the public. Although the Library periodically deletes data and documents saved on its public computers, it is possible such files could be reconstructed and become available to others. The Library takes no responsibility for the loss of data and documents.

Internet access on the Library's public workstations and wireless service is provided by either OCLN's wide area network or Comcast's Broadband service. The Hingham Public Library does not maintain any records that would link Internet searches performed on Library computers to individual patrons. The Library is not responsible for how the sites a public workstation user visits may use the individual's personal data. Patrons using their own computers with the Library's wireless Broadband Internet Access service should exercise caution in transmitting sensitive data over this connection. Wireless transmissions in an "open" public network may be intercepted and captured by others. The Library cannot and does not guarantee the security or confidentiality of any computer transaction, particularly an e-commerce transaction. Patrons concerned about privacy issues related to Library Internet access should review the privacy policies of both OCLN and Comcast (see www.ocln.org and www.comcast.net/privacy/index.jsp).

The Library Board of Trustees, the Library's governing board, reserves the right to make changes to the Library's privacy practices and to the terms of this notice. This policy takes effect on May 22, 2003 and will remain in effect until replaced by a revision approved by a vote of the Library Board of Trustees. Notices inclusive of revisions will be placed on the Library's Public Notice Bulletin Board and on its official website. Library patrons may request a copy of this notice at any time.