



3450 Brookside Road  
Macungie, PA 18062  
PH: (610) 966-6864  
FAX: (610) 965-0384

---

## **PATRON/DONOR INFORMATION COLLECTION POLICY**

### **Information Collection and Use**

- The Lower Macungie Library (LML) is the sole user of information collected at our facility or on our website. We will not sell, share, or rent this information to others. LML collects information from our users at several different points.

### **Monetary Donations to the Library**

- When a monetary donation is given to LML, we will record the donor's name, address and amount given to comply with LML auditing procedures and to issue the donor a receipt for tax purposes. This information will never be sold to other organizations. Donor information will be used internally to further LML development efforts.

### **Comment Cards and Online Forms**

- When a patron fills out a comment card or online comment form, he/she can optionally provide his/her name, address, and email address. This enables LML to respond to patron's comments. This information will not be shared or sold to other organizations.

### **Newsletter**

- If a user wishes to subscribe to our newsletter, we ask for contact information such as name and email address

### **Surveys**

- Participation in surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the satisfaction of LML patrons.

*To preserve the ability to meet Library needs under changing conditions, the Lower Macungie Library Board reserves the right to modify, augment, delete or revoke any and all policies, practices and statements at any time without notice.*

Approved by the LML Board June 30, 2011