



## LOWER MACUNGIE LIBRARY

inform • enrich • empower

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

#### **Information Collection and Use**

- The Lower Macungie Library (LML) is the sole user of information collected. It will not be shared or sold to any other organizations.

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

- Donor's name and address is recorded in compliance with LML auditing procedures. A receipt is issued for donor tax records. Donation information follows the same directive as general information.

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

- When a patron fills out a comment card or online comment form, contact information is optional. If contact information is included, LML is able to offer a response.

#### **Newsletter**

- To receive the LML newsletter online, a contact name and email address is required.

#### **Surveys**

- Participation in surveys or contests is completely voluntary, whether online or in person. Requested information may include contact information and demographics. Survey information is 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

Approved by Facilities Committee