

**E-mail Privacy Policy
Hepburn Library of Hermon
2023**

We have created this email privacy policy to demonstrate our firm commitment to your privacy and the protection of your information.

Why did you receive an email from us?

If you received a mailing from us you provided your email address to us at the time you registered as a library patron and shared this address for the purpose of receiving information in the future such as “Hold” or “Overdue” notices and Email news. We respect your time and attention by controlling the frequency of our mailings.

Sharing and Usage

We will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information.

How can you stop receiving email from us?

--Notifications regarding borrowed materials.

If you no longer wish to receive email notifications relating to items you have borrowed or wish to borrow from the library you will need to contact the library so that we may remove your email address from our records.

--Email news regarding special events and library programming.

In the event that you no longer wish to receive Email news from the library simply follow the directions at the bottom of the message to opt-out of these mass mailings.