

**WAIVER OF PRIVACY RIGHTS
FOR THE PURPOSE OF RECEIVING E-MAIL NOTIFICATION**

The Policy of Lakeland Library Cooperative states that:

It is the policy of the Cooperative to preserve the confidentiality and privacy of the circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the Cooperative shall be released or disclosed only as provided for in this policy or as otherwise required by law.

The Michigan Library Privacy Act states that:

Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

Because of our Privacy Policy, and the Michigan Library Privacy Act, the Cooperative will not use e-mail to notify you or your child (this includes a child for whom you are the legal guardian) if there are overdue materials, or materials that you have requested, concerning any other information without your consent.

The reason for this waiver is to allow the Cooperative to send you or your child an e-mail to notify you or your child of Library information which may be of interest to you or your child, including, but not limited to, notifications that materials that you have requested are available or materials that you have borrowed are overdue and need to be returned. Michigan law and our policy require your consent to send such notices to the e-mail address you identify where it might be seen by another person and reveal to that other person the materials that you or your child have requested, borrowed or may be interested in. E-mail is not generally "secure" in the sense that others may have access to it. If you wish to receive such notifications by e-mail, you must sign this waiver.

On _____, 200__, I _____ [insert legal name] waive my rights to privacy under the Michigan Library Privacy Act and the Lakeland Library Cooperative Policy in order to receive the notifications described above by e-mail.

If the patron is a child, the parent or legal guardian must also sign this waiver in a parental or guardian capacity.

On behalf of the above-named child, I _____ [insert parent name] waive all rights to privacy under the Michigan Library Privacy Act and the Lakeland Library Cooperative Policy in order to receive the notifications described above by e-mail.

Patron's Library Card # _____ Staff Initials/Date _____
The e-mail address to be used is: _____