

## **E-Privacy**

The Hussey-Mayfield Memorial Public Library (The Library) provides this website as a public service to our customers. The Library respects the privacy of each individual who visits our website. Personal information about you is not collected when you visit our website unless you choose to provide such information.

### **Personal Information**

Personal information is any personally identifiable information about you (for example: your name, street or email address, or telephone number).

### **The Library's Collection of Personal Information**

#### **Personally Identifiable Information**

No collection of any personally identifiable information is done without your consent when you visit the Library's website. In order to receive services such as purchase suggestions, event registration, and e-mail notifications, individuals may choose to submit personally identifiable information such as their name, street or email address or telephone number.

At times, the Library offers the opportunity for customers to contribute to the content of its website and social media applications. Submission of any such content for publication would be entirely voluntary on your part. However, any information you submit will not be subject to the protections of this e-privacy statement, unless you specifically request that your personally identifiable information be withheld from the publication or be removed from social media applications.

#### **Statistical Information**

The Library collects and uses statistical information for the purpose of managing and improving service operations and to report statistics regarding the use of the Library's website. Servers and software programs automatically log website access information. Individual visitors are not identified by name through the gathering of this information. The type of information collected includes, but is not limited to: operating systems, browser types and versions, date and time of access, IP addresses, access duration, and the domain name of the website from which you linked to the Library's website. Persistent cookies (discussed below) may be used to gather further statistical information about website usage.

### **How Personal Information is Used by the Library**

The Library collects personal information only for the purpose of operating the website and delivering requested services. The Library does not rent, sell, or otherwise distribute or disclose this information to outside companies or organizations, unless it is required to do so legally.

**Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on Aug. 17, 2017.**

## **Personal Information of Children**

The Library has no intention of collecting any personally identifiable information (for example: name, street or email address, or telephone number) from individuals under 13 years of age. The Library will specifically instruct children, where appropriate, to not provide such information on its website. If it is discovered that a child has given the Library personally identifiable information, and the parent or guardian of the child would like this information deleted from the Library's records, they should contact the Library at the email address or phone number listed at the bottom of this Policy. Reasonable efforts will be made to delete the child's information from the Library's existing files.

## **Non-Persistent Cookies**

The Library may store some information on your computer when you view our website. This information will be in the form of a "cookie" or similar file and helps the Library in a number of ways. Most Internet browsers allow you to block all cookies, erase cookies from your computer hard drive, or receive a warning before a cookie is stored. Refer to a help screen or the instructions for your browser to learn more about these functions. Non-persistent cookies may be used on the Library's website to manage a user's session. They are only necessary to maintain session information, are temporary and become invalid after you have closed your web browser.

You will still be able to use the Library's website if you decide to disable cookies while using the Library's website; however, you will not be able to use cookie-dependent features.

## **Persistent Cookies**

In order to improve our users' online experiences, the Library may use persistent cookies to gather statistics regarding its website usage. No personal identification information is captured through the use of persistent cookies.

## **Use of Email Addresses**

The Library reserves the right to use email communication for the purpose of catalog notices, information about Library services, and bill collecting.

## **Use of Credit Cards**

The Library does not currently accept credit card payments through its website. Library bills may be paid by adults age 18 and older using a credit card via the Evergreen Indiana website, which has no interaction with the Hussey-Mayfield Memorial Public Library's website.

## **Linking to Other Web Sites**

The Library's website contains links to other websites. The content or privacy policies of other sites are not the responsibility of the Library. You are subject to the privacy policy of other sites once you link to them.

**Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on Aug. 17, 2017.**

## **Contact Information**

If you have further questions, please contact the Library's Executive Director.

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