WEBSITE PRIVACY POLICY STATEMENT

I. POLICY

This policy statement discloses the specific privacy practices for Skokie Public Library's website.

II. SCOPE

Information Collection and Use

Skokie Public Library is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Skokie Public Library collects information from our users at several different points on our website.

Website Interactions

In order to use some features of this site, users must enter contact information, including their name and email address. This information is used to contact users about the topics on our site for which they have expressed interest.

Cookies

Skokie Public Library uses cookies to remember if users have logged in while on our site. This allows website users to avoid logging in more than once, thereby saving time. Users have the option of disabling or not accepting cookies by changing the preferences on their browsers*. If users disable cookies, they will still be able to use our website. However, they will not be able to use all of the site's functions. No personally identifiable information (email address, name, etc.) is collected with the cookies that we set.

Accepting cookies while on the Skokie Public Library site will not put the user at risk for marketing from other sites.

Different browsers have different cookie settings. See the "Help" section of your particular browser for more information on working with cookies.

Web Statistics

We use IP addresses to analyze trends, administer the site, and gather broad demographic information for aggregate use for reporting purposes. IP addresses are not linked to personally identifiable information.

Links

This website contains links to other sites. Please be aware that Skokie Public Library does not claim any responsibility for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

Security

The Library takes every precaution to protect our users' information, and we have security measure in place in connection with the Library's website to protect against the loss, misuse, and alteration of the information under our control.

Surveys

Occasionally, our site requests information from users via Web surveys. Participation in these surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose any information. Information requested may include name, contact information, and demographic data (such as ZIP Code and age) as well as information·about library use or service preferences. Survey results are used for purposes of monitoring or improving the use and satisfaction of this site or other library services. While general survey findings may be reported, no personally identifiable information is published or disclosed. Personal and contact information may be used by Library staff to contact you for further information or clarification of policies and procedures.

Choice/Opt-in

Our users are given the opportunity to "opt in" to newsletters and certain Library account functions. Users can "opt in" and "opt out" at their convenience.

Correction/Updating Personal Information

If a user's personally identifiable information changes (such as ZIP Code or email address), or if a user no longer desires our service, it is the user's responsibility to provide the Library with updated information or to request the deletion of information from the Library's database. Contact the Library's Circulation Department to report any changes.

Adopted by the Skokie Public Library Board of Trustees, July 14, 2010