Administrative Policy

Pierce County
Library System

Information & Imagination

Website Privacy Policy

Policy Statement

The Pierce County Library System is committed to protecting the privacy of its customers. The Library System considers maintaining privacy on the web as important, and it informs visitors to its website about the type(s) of information it collects and how the Library uses the information. Informing website visitors about information the Library System collects, and how the Library System uses it is crucial in the protection and privacy of visitors to the website.

Definitions

Cookies: A cookie is a small text file, which stores data that is sent to a browser from a website and stored on a computer's hard drive. Cookies cannot read data from a person's hard disk or read cookie files created by other sites.

Policy

Type of Information Collected

The Library does not collect personally identifiable information. Personally identifiable information might be obtained from online transactions such as submissions, registrations, or donor pledges. Additionally, personally identifiable information may be transmitted through other activities, services, or resources made available on the Library's website.

Common with many websites, the Library's website automatically logs certain non-personally identifiable information about visits to its website. The Library uses this information for system administration and for producing usage statistics.

How the Library System Uses the Information

Any personally identifiable information provided to the Library is maintained by and accessible only to the Library unless explicitly stated otherwise. The Library will not release information on website visitors' use of specific internet or website resources except as required by law.

Third-Party Partners

The Library has partnered with reputable vendors to provide certain services to online customers. When customers visit a partner's site, they are encouraged to become familiar with the other site's privacy statement.

Security

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The Library has implemented all reasonable physical, electronic, and managerial measures to prevent unauthorized access to the information it collects online. The Library does not, however, claim any responsibility for information collected by other websites linking to or from the Library's website.

Cookies

Examples in which the Library might use cookies would be to customize content areas; to analyze site activity or user behavior; or to maintain the state of authentication for member privileged pages during a given session.

If a person is concerned about the use of cookies, the Library System recommends they explore their browser's options to notify them whenever a cookie is set, or disallow cookies altogether. However, prohibiting cookies may restrict a person's access to certain web content or features.

Promotional Email, Newsletter, and E-News Policy and Opt-In/Opt-Out Elections

The Library may use personally identifiable information to contact people for promotional purposes. For example, on occasion, the Library may send emails to inform people of new exhibitions or other events the Library deems may be of interest. People will not receive such communications unless they have willingly provided personal contact information, e.g. email address.

Policy Changes

The Library reserves the right to amend this Website Privacy Policy. The Library encourages visitors to the Library's website to check this policy periodically for current Library privacy guidelines.

Acceptance of Terms

By using the Library's website, a person signifies their acceptance of this Website Privacy Policy. If a person does not agree to this policy, please do not use the Library's website. A person's continued use of the Library's website following any changes to these terms will indicate their acceptance of those amendments.

Reference to related Policies

Public Internet Use Policy
Confidentiality of Library Records and Patron Files

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