WEBSITE PRIVACY POLICY

The McCracken County Public Library takes the privacy of its users seriously and makes every effort to safeguard the information transmitted or collected via its website.

These policies govern information collected on or transmitted to mclib.net and its subdomains.

Personal Information Collected

The library collects personal information via its website only when you specifically provide it to us. Examples of places where personal information is collected and how it is used:

- Mailing list signup form
  - We use a third-party email platform to send occasional emails promoting library services and events. The information you provide when you complete the signup form is governed by their Privacy Policy. You may unsubscribe at any time by clicking the unsubscribe link in any email you receive from the mailing list, or by contacting the library.
- New library card application
  - Information from the new card application is sent to our library system software and is used to create a library account. The privacy of this information is governed by our library circulation records privacy policy.
- Suggest a Purchase form
  - Information collected is sent to our suggestion management system which allows staff to organize requests and track their status. Personally identifiable information is encrypted and only visible to authorized library staff.
- Employment application
  - Information from the employment application is collected and sent to our third-party staffing service. Only staff at the third party service and authorized library staff members have access to employment applications.

The library also collects your library card number when you log into your personal library account and creates a temporary file (a cookie) that allows you to remain logged in as you do things like place holds or manage your account. This file is destroyed when you log off or leave the online catalog.

Anonymous Information Collected

We collect statistical information from online visitors about the way that our website is used and to help customize and enhance your experience. This is done via cookies.

Website use statistics

The Library uses Google Analytics to gain insight into the use of our website. Reports from Google Analytics tell us which areas are most popular, the timing of website visits, the type of devices and software used to view our website and types of searches performed via our online catalog. The information from Google Analytics does not contain any personally identifiable information and is used to improve the content and design of the website.

About cookies

A cookie is small amount of data, including a unique identifier, sent to and stored on your computer by a website. Cookies are used to set or remember user preferences for a website and to track online traffic flow. The cookie does not contain any personally identifiable information and can only be read by the website from which it originated. You may disable cookies or be notified of websites using cookies in your browser preferences.

About encryption

The library uses the HTTPS protocol for transmitting information to and from our website and your browser. You can verify that your connection is secure by the presence of a lock icon next to our website address in the address bar of your browser.

The S in HTTPS stands for Secure, and means that the data sent to and from our website and your browser is encrypted. This means that your data is strongly protected against anyone that may be attempting to intercept it as it is transmitted to us, or vice versa. Where possible, we try to ensure that our connections to third party services also use the HTTPS standard.

Third parties

The library website links to a number of third party vendors, such as eBook lenders or research databases. Some third party services connect directly to our library system to check the validity of the barcode number you use to log into their product. These sites are each governed by their own privacy policies. We recommend you review the policies for any third-party services you may use.

Privacy of Library Circulation Records

The circulation records of the McCracken County Public Library are to be considered confidential regardless of the source of inquiry. Circulation records shall not be made available to anyone

except pursuant to such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, consultation may be made with the Library's legal officer to determine if such process, order or subpoena is in good form and if defects are noted. Insistence shall be made that such defects be cured before any records are released. The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena duces tecum (bring your records), requiring an employee of the Library to attend court or the taking of a deposition and may require the employee to bring along certain designated circulation records. The Library Director may release circulation records without process, order or subpoena if in his/her judgment a condition of grave emergency exists which can be remedied by the release of such circulation records. Any problems or conditions relating to the privacy of circulation records which are not provided for in this policy statement shall be referred to the Library's Director for resolution.