

## Website Privacy Policy

### **PURPOSE:**

Albany Public Library is committed to protecting the privacy of visitors to its website.

### **POLICY:**

When people visit the Library's website, the following information is automatically logged:

- Identification of the user's internet provider
- The date and time the Library website was accessed
- Identification of the referring website that led the visitor to the Library's site
- Type and version of the user's browser and device operating system

The Library uses this information to measure the number of visitors to the different sections of the site and to help make them more useful to visitors. The Library will not share any of this information with anyone unless required by law or court order/subpoena. The Library does not collect or sell any information about website visitors or their search habits for commercial purposes.

Some of the databases available from the Library's website require bar code information from a user's library card for verification purposes. These database vendors do not have access to the Library's records. Some Library web pages contain links to external sites not maintained by the Library. The Library cannot be responsible for users' privacy when they disclose information to outside websites. It is the users' responsibility to protect their own privacy.

Users are also reminded that, when accessing the Library's website from public access computers, the input of personal and/or financial information on a Library computer is done at the user's own discretion and risk. Users are encouraged to safeguard personal information while working on Library computers.

### **PROCEDURE:**

As outlined above

### **RESPONSIBILITY:**

The Web Development Committee is responsible for the compliance with the policy.

**APPROVED / REVIEWED DATE:**

April 2014 / Reviewed April 2016 / Reviewed April 2018

**REVIEW DATE:**

April 2020