

THE MARY E BARTLETT MEMORIAL LIBRARY PRIVACY STATEMENT

Last Updated: 02/06/2019

The Mary E. Bartlett Memorial Library operates the www.brentwoodlibrary.org website (referred to herein as the "Service" or the "Site"). This Privacy Statement has been compiled to better serve those who are concerned with how their 'Personally Identifiable Information' is being used online. Personally Identifiable Information, as described in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read our Privacy Statement carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information in accordance with our website.

What personal information do we collect from the people that visit our website or app?

When registering on our Site, as appropriate, you may be asked to enter your name, email address, mailing address, phone number, cookies, usage data, or other details to help you with your experience. We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When do we collect information?

We collect information from you when you use the Service, register on our Site, fill out a form or post information to our Site.

How do we use your information?

We may use the information we collect from you when you use the Service, register, surf the Site, or use certain other Site features in the following ways:

- To personalize your experience and to allow us to deliver the type of content in which you are most interested.
- To allow us to better service you in responding to your communication needs and requests.
- To provide and maintain the Service.
- To notify you about changes to our Service.
- To allow you to participate in interactive features of our Service when you choose to do so.
- To provide user care and support.
- To provide analysis or valuable information so that we can improve the Service.
- To monitor the usage of the Service.
- To detect, prevent and address technical issues.

How do we protect your information?

We implement a variety of security measures when a user enters, submits, or accesses their information to maintain the safety of your personal information. The security of your data is important to us but remember that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Do we use 'cookies'?

Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. They are used to help us understand your

preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

We use cookies to:

- Understand and save user's preferences for future visits.
- Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future. We may also use trusted third-party services, such as Google Analytics, that track this information on our behalf.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies.

If users disable cookies in their browser:

If you turn cookies off, it will turn off some of the features of the site.

Confidentiality.

While New Hampshire law requires that we treat as confidential, information about materials you check out and information you access (NH RSA 201-D:11), we also do so because it is in keeping with our commitment to you to protect your privacy. Accordingly, your name and other personal identifying information regarding your use of library services shall be confidential and shall not be disclosed except as you may request or consent, or to the extent necessary for the proper operation of the Library, or pursuant to subpoena, court order, or where otherwise required by applicable law. As permitted under the law, the Library may release statistical information and other data regarding the circulation or use of library services provided, however, that the identity of the users of such library services shall be considered confidential, except pursuant to subpoena, court order, or where otherwise required by applicable law.

Third-party links

Occasionally, other users of our website may link to third-party websites or services via our website. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about any examples of inappropriately linked sites.

Google Analytics

We use Google Analytics on our website to report on visitor (aka. user) interactions with our website, such as pages visited, operating system, browser version, etc. We, along with third-party vendors such as Google use first-party cookies.

Google's Privacy Policy, as well as options for opting out of Google Analytics reporting, may be found at <https://support.google.com/analytics/answer/6004245?hl=en>

We do not serve ads on our website and do not allow third-party behavioral tracking.

Links to Other Sites

Our Service may contain links to other sites that are not operated by us. If you click a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Statement of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

How does the Library collect and share children's information?

The Children's Online Privacy Protection Act (COPPA) regulates online collection of information from children under the age of 13. If you are under the age of 13, you may not be allowed to use our online services without your parent's or guardian's permission, especially when your personal information may be collected. Parents and guardians of children under the age of 13 may view their children's Library Records. Parents and guardians of children between the ages of 13 and 17 (inclusive) may also view their children's Library Records, but require their children's consent. We may partner with third-party services to provide educational content for children. Parents and guardians should review those services' privacy policies before permitting their children to use them. Parents and guardians may also need to sign additional consent forms for the collection of information about their children before they gain access to optional programs and services, such as our enrolled programs.

Changes to This Privacy Statement

We may update our Privacy Statement from time to time. We will notify you of any changes by posting the new Privacy Statement on this page. We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the end of this Privacy Statement. You are advised to review this Privacy Statement periodically for any changes. Changes to this Privacy Statement are effective when they are posted on this page.

How Can You Verify Your Information?

You may check your information to verify, update, or correct it, and to have any obsolete information removed. If you created an account on our Website, you can access and change your online profile yourself. You can also ask to review any of the information that we have retained, how we have used it, and to whom we have disclosed it at any time by contacting us as indicated below under the heading "Contacting Us". Subject to certain exceptions prescribed by law, and provided we can authenticate your identity, you will be given reasonable access to your personal information, and will be entitled to challenge the accuracy and completeness of the information and to have it amended as appropriate. You may also ask us to change your preferences regarding how we use or disclose your information, or let us know that you do not wish to receive any further communication from us.

Contacting Us

If there are any questions regarding this Privacy Statement, you may contact us using the information below.

Mary E. Bartlett Memorial Library
22 Dalton Road
Brentwood NH 03833
Phone: 603.642.3355
Email: director.meblib@gmail.com

Effective Date February 06, 2019