

## Our Commitment

When you visit the Greater Clarks Hill Regional Library (henceforth, GCHRL or the Library) website, your personal information will not be collected unless you choose to use and receive online products and services that require it. Your personal information will then only be used to provide you with Library services and programs that you select, and for no other purpose.

## Logging Practices

The Greater Clarks Hill Regional Library collects IP addresses (an IP address is a number that can uniquely identify a specific computer or other network device on the internet) from visitors to GCHRL websites.

The Library's web servers log pages visited on the GCHRL website and the type of searches done on them, as well as the referring page or search engine.

GCHRL currently uses Google Analytics to gain insight into the way the Library's websites are used - what content is most popular, what times of day people visit the site, what types of computers/web browsers visitors are using, demographic percentages, etc. Your searches remain confidential and anonymous. The Library only uses this information for statistical purposes, to find out which pages users find most useful. This information helps us make our online services better.

The data retrieved from Google Analytics is aggregated and anonymous; we are not able to connect it with any individual user. For users who prefer to disable Google Analytics tracking Google provides a browser add-on that automatically prevents any usage information from being sent to Google Analytics. The link to this add-on is provided below.

### **Google Analytics Opt-out Browser Add-on**

For more information on Google Analytics, please review their [privacy overview](#).

GCHRL also employs PiWik Analytics software to provide more detailed tracking of the use of particular features and response to special events. This software records and logs abbreviated IP addresses as well as search information. The portion of the IP address recorded can only be used to determine general location and cannot be traced to a specific computer.

### **Encryption**

The library employs the use of encryption during the login procedure on its website. Your username and password are encrypted automatically during transmission.

# Cookies

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer or mobile phone or device (referred to here as a "device") browser from a website's computer and is stored on your device's hard drive. Each website can send its own cookie to your browser if your preferences allow it. Many websites do this whenever a user visits their website in order to track online traffic flows.

During the course of any visit to a GCHRL website, the pages you see, along with a cookie, are downloaded to your device. Many websites do this, because cookies enable website publishers to do useful things like find out whether the device (and probably its user) has visited the website before. This is done on a repeat visit by checking to see, and finding, the cookie left there on the last visit.

## a. How does GCHRL use cookies?

Information supplied by cookies is used to keep track of your connection to GCHRL websites. This is known as a "session". This allows us to make sure we transmit the information back your computer correctly. When you close your browser after each visit to GCHRL website "Session" related cookies are removed. If you have an account on the GCHRL website and choose to remain logged in, a cookie will be stored with your encrypted login information.

Certain areas of the GCHRL website may use cookies for specific reasons when using that part of the Library's service. If this is the case, the local terms for that area of the website will make this clear and you should refer to those local terms for additional information.

## b. Third Party Cookies

GCHRL leverages third party websites in order to deliver its online services. These websites may be used to download e-books, complete surveys, provide access to subscribed content such as research articles, and social networks.

During your visit to GCHRL websites you may notice some cookies that are not related to the GCHRL. When you visit a page with content embedded from, for example, Facebook or Twitter, you may be presented with cookies from these websites. The GCHRL does not control the dissemination of these cookies. You should check the third party websites for more information about these.

## c. How to reject cookies?

Each web browser enables users to set preference specific to the handling of cookies. Please refer to the settings and preferences that are available in your web browser.

Note that if you decide to reject cookies from GCHRL websites, some aspects of the GCHRL website may be unavailable to you.

## External Links Disclaimer

Some of the GCHRL websites link to other sites created and maintained by other public and/or private sector organizations. The Library provides these links solely for your information and convenience. When you link to an outside website, you are leaving the GCHRL website and the Library's information management policies no longer apply. The Library encourages you to read the privacy statement of each and every website that you visit before you provide any personal information.

## Electronic Communication

If you choose to contact Library staff using an e-mail address, a discussion forum, library blog, text message or other electronic communication method, or if you choose to complete an online form provided on the GCHRL Library website (e.g., *Suggestion Box*) you may be asked to provide your name, e-mail address or other personal information.

The purpose of collecting this information is to allow staff to respond to your enquiry or to evaluate individual web services. Only authorized staff will have access to the information provided and the information will only be used for the purpose it was intended.