

Appomattox Regional Library System Web Site Privacy Policy

It is the policy of the Appomattox Regional Library System that personal information about citizens will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that citizens shall understand the reason the information is collected and be able to examine their personal records which are maintained by a public body.

Personal Information

The Appomattox Regional Library System does not require you to provide any personal information when using its Web site. In the event that you request information from us, it may be necessary for you to provide enough information to process your request.

Cookies

The Appomattox Regional Library System does not place a "cookie" on your computer. This means we do not save any information about you or your visit on your computer. If you use our current online catalog, "cookies" must be enabled for it to operate, but the Appomattox Regional Library System does nothing further with that information.

Information from E-mail You Send to Us

If you decide to send us an electronic mail message (e-mail), the message will usually contain your return e-mail address. If you include personally-identifying information in your e-mail because you want us to address issues specific to your situation, we may use that information in responding to your request. We do not distribute lists of e-mail addresses to any parties outside of the Appomattox Regional Library System. Except as required by law, we do not share our e-mail with any other outside organizations. Also, e-mail inquiries sent to the Appomattox Regional Library System are not secure or confidential.

Information Collected from Interactive Forms

On some of our web pages we offer interactive forms that let you voluntarily submit personal information (such as your e-mail address, name, and address). This occurs when you are requesting information, changing library card information, reserving a meeting room or registering for a program offered by the Appomattox Regional Library System. All submitted information is used only for the expressed purposes for which it is intended and is not made available to any third party.

Tracking Movement through the Web site

We may record some non-personal information during your visit. If you do nothing during your visit but browse through the Web site, read pages, or download information, our Web site's server may automatically record some general information about your visit.

During your visit, our Web site's server may record:

The type and version of browser (such as "Netscape version X" or "Internet Explorer version X") that you use and the type of operating system you use (such as Macintosh, Unix, or Windows).

The date and time you visit our site, and the Web pages that you visit on our site.

We use this information for statistical analysis, to help us make our site more useful to visitors.

This information is only used internally, does not record information about individuals, and will only be used for internal management purposes.

Links to Other Sites

Our Web site has links to other Web sites you may find interesting or relevant. These other sites may send their own cookies to your PC, collect data, or solicit personal information. The privacy policies and procedures described here do not apply to any external links. We encourage you to read the privacy policies of any site you link to from ours, especially if you share any personal information.