## **Privacy Statement**

The Board of Trustees and staff of Spartanburg County Public Libraries recognize our patrons' concerns about privacy on the Internet. This Privacy Statement explains how we handle the personal information that we may collect from our patrons.

When visiting Spartanburg County Public Libraries' Web site, patrons are often asked to provide their name, e-mail address, library card barcode, phone number or home address in order to use our electronic services. This information will only be used to fulfill patron's service needs and to help the Library improve and target its services effectively. Cookies may be used for these same purposes. A cookie is a small piece of software that is placed by a Web server onto a user's personal computer and is then used to personalize the site when the visitor returns. By adhering to Spartanburg County Public Libraries' Confidentiality of Library Records Policy, our staff understands that access to patron, transaction, and collection files is strictly limited to Library business.

Spartanburg County Public Libraries utilizes 3<sup>rd</sup> party vendors to deliver online services, access digital collections, stream media content, as well as communicate via text and email. Patron interactions with 3<sup>rd</sup> party vendor services are subject to the privacy policies and confidentiality practices of that specific vendor.

Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations that they visit and use. For further information regarding the use of the Internet and computers at Spartanburg County Public Libraries, please refer to our <u>Internet Policy</u>.