

## **TULSA CITY-COUNTY LIBRARY**

### **ONLINE PRIVACY POLICY**

The Tulsa City-County Library (“TCCL”) is committed to protecting the privacy of its customers and to being transparent about what information is collected on TCCL websites and applications and how that information is used. By using our website, you consent to this policy and, by continued use, to any changes made to this policy from time to time.

#### Information Collected

TCCL collects certain non-identifiable or anonymous information including statistical information and system information which is used and disclosed without any link to an individual user. TCCL also uses cookies to recognize users and to personalize and simplify the user’s website experience. You may refuse cookies by disabling that function in your computer’s browser, but doing so may affect the functionality of services provided on this website.

TCCL also collects certain personally identifiable information when users register for a library card which may include your name, address, birth year, phone number, county of residence, email address, library account number.

#### Use and Disclosure of Information

Information collected by TCCL will be used only for the purpose of delivering and improving the delivery of online services, administering our website, and for related purposes. Personally identifiable information is collected and used for the purpose of providing services to you and to enhance and improve those services. We may also use such information to communicate with you, and to administer your library account. With the exception of records of materials you borrow, most personally identifiable information regarding use of services will not be retained or stored beyond the end of each online experience. TCCL will not disclose records of your use of library materials or its resources to any third party except to library staff, contractors and consultants for use in the conduct of library operations; evaluation and improvement of library services; upon your request or with your consent; or pursuant to court order. TCCL will not sell, rent, trade or otherwise provide personally identifiable information to third parties for marketing, advertising or other commercial purposes or for monetary compensation.

#### Third Party Links

TCCL may provide links to third-party websites or services in connection with the provision of services. Third-party sites and services are governed by their own privacy policies. TCCL is not responsible or liable for the privacy practices, content or activities of any linked sites or services.

## Security

TCCL has implemented security measures to protect information and data collected by our website from loss, misuse or alteration. TCCL cannot, however, guarantee that such information, including your personally identifiable information, will remain confidential or secure from unauthorized access. You are responsible for protecting your password and for not sharing your password with others.

## Privacy Questions

Questions regarding this privacy policy may be sent to [help.desk@tulsalibrary.org](mailto:help.desk@tulsalibrary.org).

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