

**Privacy Policy**

Created 09/2014

Reviewed 10/2014; 05/2022

Approved 11/2014

This policy outlines the privacy practices of Boone County Public Library (BCPL). Please read this privacy policy carefully.

**Information Collection, Use, and Sharing**

BCPL collects names, street addresses, phone numbers, and email addresses for the purpose of registering member accounts with the Library and communicating with members. BCPL collects the birthdates of applicants under 18 years of age. BCPL also collects anonymized data about how digital services are used with Google Analytics, log analyzers, and network access software.

BCPL uses the information we collect **ONLY** to provide and improve Library services to members. Library services include but are not limited to: providing access to physical collections, reserving rooms or equipment within our buildings, registering for Library programs, and accessing vendor-provided resources.

BCPL will not share your information with any vendor or third-party other than to fulfill your request for services or materials

**Member Records**

BCPL will neither share nor discuss member records with any other individual except as required by law.

**Circulation Records**

BCPL does not maintain circulation records of members except upon individual request.

**Emails and Web Forms**

Personally identifying information provided by you in emails and web forms will be used only to provide you information, services, update your membership record, or to answer your questions.

**Third-Party Online Providers and Privacy Policies**

Boone County Public Library reserves the right to add, delete, or link to third-party sites and vendors at any time. BCPL is not responsible for the privacy practices of other sites and vendors, which may be different from the privacy practices described in the Library's Privacy Policy. We encourage you to become familiar with the privacy practices of other sites you visit.

**You Control Your Information**

You may do any of the following in person, by email ([circ@bcpl.org](mailto:circ@bcpl.org)), or by phone (859-342-2665)

1. See what data we have about you, if any.
2. Correct any data we have about you.
3. Have or delete any data we have about you.
4. Express concerns you have about our use of your data.

**Revisions**

BCPL reserves the right to change this Privacy Policy at any time, and all updates will be posted to this page.