



The Branch District Library System is committed to protecting the privacy of our patrons. Most interactions with our web site will be anonymous. However, where it is necessary for the library to personally identify a patron via our web site, we will gather only the minimum information necessary and retain that information only as long as needed to complete the transaction.

Only the Director and/or his or her designee is authorized to receive or comply with requests from law enforcement officers; we will consult with our legal counsel whenever possible before determining the proper response. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. We have trained all library staff and volunteers to refer any law enforcement inquiries to library administrators.

This policy is in accordance with the Michigan Library Privacy Act and other national laws.

Information Collected Automatically

While browsing the library's web site, certain information about the visit is gathered and stored automatically. This information is used for statistical and quality-assurance purposes only and does not identify any user personally. This information is never used for commercial purposes and it will not be revealed to any third party except when required by law. Furthermore, this information is deleted on a regular basis once statistical reports are run. Information that is automatically collected and stored includes:

- the IP address from which the library's site was accessed
- information about the web browser and operating system used to access the library's site
- the date and time of the visit
- what pages were visited
- the address, if any, of a link you might have clicked on to get to the library's site (in other words, who is linking to us)

Forms

On certain forms on the library's site, we may collect some personally identifying information. This collection is always voluntary—you may fill out a paper copy of any form that is on our site. Access to personal information of any kind in the library is restricted to staff who need it to conduct library business. Personal information is never used for commercial purposes and it will not be revealed to any third party except when required by law. Messages sent via the Internet can be intercepted, however. If you are concerned about sending your personal information to us via the Internet, you can use another method such as fax, regular mail, or visiting the library in person.

Cookies

The library web site uses cookies. Cookies are used for authentication when you log into your account in our catalog, to record user preferences on certain web pages, and to record website usage statistics.