	LIBRARY DISTRICT POLICIES AND PROCEDURES		
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I. PURPOSE

- A. This Personal Information Use Privacy Policy explains how the Yavapai Library Network and Yavapai County Free Library District collects, uses, and discloses personal information of its customers, prospective customers, and visitors to its website at yln.info, yclfd.gov, yavapaiaz.aspendiscovery.org, and via its integrated library system.


II. POLICY

A. COLLECTION OF PERSONAL INFORMATION.

1. The Library District may collect information directly from a library patron: This information may be collected directly from a library patron through a web form, during an online or in-person registration, while making a reservation, while setting up an account, when customer support is contacted, or at checkout. Personal information collected directly from a library patron may include first and last name, address, email address, and phone number.
2. Information collected from a patron's device: The Library District's website may use tracking technologies such as cookies, web beacons, pixels, and other similar technologies to automatically collect certain information from a patron's device, including IP address, browser and operating system information, geographic location, referring website address, and other information about how website interaction takes place. The website may also use cookies to personalize the library patron's experience and enable certain features. Cookies may be disabled in the web browser however parts of the website may not function properly. More information about blocking and deleting cookies is available at <http://www.allaboutcookies.org>. Library District email campaigns may also use tracking technologies such as web beacons, pixels and other similar technologies to automatically collect certain information such as IP address, browser type and version, and email engagement statistics.
3. The browser may also be set to send a Do Not Track (DNT) signal. For more information, please visit <https://allaboutdnt.com/>. Please note that Library District Services do not have the capability to respond to "Do Not Track" signals received from web browsers.

B. USE OF PERSONAL INFORMATION

1. The Library District uses information collected directly from library patrons to provide notifications about library materials such as holds and overdues, products and services, customer service and support, and other relevant information. The Library District may also use this information to market Library District or Yavapai County programs and services, including by email and text message subject to the library patron's consent.

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2. Information collected automatically from a library patron's device may be used to provide the Library District's website to the library patron, to optimize the website, and to assist with marketing efforts.

C. DISCLOSURE OF PERSONAL INFORMATION

1. Third-party service providers may be used to assist the Library District with providing and marketing Library District and Yavapai County products and services Library Patrons and information may be shared with such third parties for these limited purposes.
 - a) The Library District uses Unique Management Services for Library District email, phone, and text message communications. For more information about how the Library District may use a library patron's information with Unique and the information that may be collected, see Unique's Management Privacy Policy available at <https://uniquelibrary.com/privacy-policy/>.
2. The Library District may also share personal information if necessary to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information received, or to otherwise protect the rights of the Library District.

D. EMAIL AND TEXT MESSAGE COMMUNICATIONS

1. If a library patron wishes to unsubscribe from Library District email campaigns, click on the Unsubscribe link at the bottom of any marketing email sent from the Library District. If a library patron wishes to stop receiving text messages from the Library District, reply STOP, QUIT, CANCEL, OPT-OUT, or UNSUBSCRIBE to any text message sent from the Library District.

E. PRIVACY RIGHTS

1. A library patron may have the right to request access to the personal information held by the Library District, or to request that personal information be corrected or deleted. To exercise any of these rights, please contact the Library District at: 928-771-3191.

F. CHANGES TO THE THIS PRIVACY POLICY

1. This Privacy Policy may be updated at any time. Please review this policy frequently.

G. CONTACT INFORMATION

1. Questions about this policy or privacy practices may be directed to 928-771-3191.