

Public Library of Mount Vernon and Knox County

Website Privacy Policy Statement

The Public Library of Mount Vernon and Knox County recognizes the importance of privacy to our website visitors. Therefore, visitors should be aware of the following information:

What Information is Collected and How it is Used

Public Records

Visitors should be aware that, subject to certain statutory exceptions, most documents and records maintained by the Public Library of Mount Vernon and Knox County, including but not limited to electronic data, are public records under Ohio law. Therefore, information submitted through this website may be subject to disclosure pursuant to a public records request.

Usage Statistics

The Public Library of Mount Vernon and Knox County may use Google Analytics or other web log analyzers to collect and assess generic information about the use of services. You can learn about Google's practices by going to www.google.com/policies/privacy/partners (<https://policies.google.com/technologies/partner-sites>), and opt out of them by downloading the Google Analytics opt-out browser add-on, available at tools.google.com/dlpage/gaoptout (<https://tools.google.com/dlpage/gaoptout>). All information collected for this purpose is used in aggregate form only, and may be analyzed for trends and statistics.

Web Cookies

Visitors who visit or submit information via this website should be aware that data linking your computer to this website (a "cookie") may be created. Temporary cookies may be used when necessary to complete a transaction, to process data submitted to us online, to facilitate ongoing internet interaction or online searches of the library's online public access catalog, or OhioLINK databases or to collect usage statistics. Information collected on our website, including cookies, may also be subject to disclosure pursuant to a public records request.

Online Forms and Email

Public Library of Mount Vernon and Knox County only collects personal information when necessary to provide a service to the public or state agencies. Information collected on the website including online forms as well as email sent to any Public Library of Mount Vernon and Knox County employee may be shared amongst the Public Library of Mount Vernon and Knox County staff in order to respond to or process the email or online form.

Choices Available to Visitors Regarding Collection, Use and Distribution of Personal Information

In short, the individual has control over the ways personal information is used by choosing to obtain library services or not.

The following personal information is collected for individuals requesting a Public Library of Mount Vernon and Knox County library card:

- Full name
- Birthdate
- Home address

- Telephone number
- Email address

This information, protected by law, is considered confidential. It is used solely for purposes of contacting the individual in delivery of services.

Security

Public Library of Mount Vernon and Knox County will follow Ohio state laws that require the establishment of reasonable precautions to prevent personal information from unauthorized modification, destruction, use or disclosure. We take very seriously the integrity of the information and systems that we maintain. Therefore, we have instituted security measures for all information systems under our control.

- Software programs to monitor traffic identifying unauthorized attempts to upload, change or access protected information and systems, or otherwise cause damage or tamper with this website.
- Regular backups of systems

Information collected through these security measures may be used in connection with a criminal prosecution or other legal proceedings.

Link Management

This privacy statement does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website or service to which the library links. The inclusion of a link does not imply endorsement of the linked site or service by us or by our affiliates. We encourage you to read the privacy statements of other sites for assurance that their practices safeguard your privacy.

Governing Laws and Regulations

The Public Library of Mount Vernon Website privacy statement is governed by the following Ohio Law and Public Library of Mount Vernon and Knox County Administrative Rules:

Ohio Revised Code: [149.432](#) Releasing library record or patron information, and [1347.15](#) Access rules for confidential personal information.

Ohio Administrative Code: [3375-5](#) Accessing Confidential Personal Information.

[3375-5-01](#) Definitions.

[3375-5-02](#) Procedures for accessing confidential personal information.

[3375-5-03](#) Valid reasons for accessing confidential personal information.

[3375-5-04](#) Confidentiality statutes.

[3375-5-05](#) Restricting and logging access to confidential personal information in computerized personal information systems.

For more information about using the library see the [About Us](#) webpage on our website www.knox.net.