

## The Library Company of Philadelphia: Privacy Policy

The Library Company of Philadelphia places a high priority on protecting your privacy. This policy explains what types of information is collected by the Library Company of Philadelphia and how this information is used.

### Questions, comments, and data management requests may be directed to:

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### What Personally Identifiable Information is Collected and How is it Used

Generally, we use your personal information to provide you with personalized service; to send e-mail alerts to you; to answer your requests; to process your membership or donor forms; etc. You may choose to opt out at any time, which will cease all communications from us. We may also use your information to track visitors to our website. This lets us see which of our features are the most popular so we can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally) to outside parties.

Individuals that sign up to receive Library Company of Philadelphia e-communications voluntarily provide us with contact information (such as name and e-mail address). We may use this information for specific, limited purposes. You may always "opt out," either now or at any time in the future, if you do not wish to receive our messages.

Individuals that become members or make a donation voluntarily provide us with their contact information (such as name, email address, phone, and USPS address). We may use this information to send membership renewal reminders, annual appeals, or program information. You may always "opt out," either now or at any time in the future, if you do not wish to receive our messages.

Individuals that visit the Library Company of Philadelphia are required to register and show identification. Registration information collected may include the date, name, USPS address, email, phone and the purpose of the visit. This information is collected as a security measure and used for statistical metrics to track visitor traffic. You may always "opt out," either now or at any time in the future, if you do not wish the Library Company of Philadelphia to retain your personal information.

### IP addresses

The Library Company of Philadelphia uses your IP address to help diagnose problems with our server, to administer [www.librarycompany.org](http://www.librarycompany.org), and for statistical metrics used to track website visitor traffic.

## **Cookies**

[www.librarycompany.org](http://www.librarycompany.org) currently does not use "cookie" messages. Typically, a "cookie" is placed in your computer and is read when you come back to a website. You can reject cookies or cancel them by instructing your Web browser accordingly.

## **Email Privacy**

The Library Company of Philadelphia does not sell or rent email addresses to anyone outside the organization. We may, from time to time, exchange your contact information with other non-profit organizations to connect you with opportunities and information you may find valuable. Any such use is limited and you may opt-out at any time.

## **External Links**

[www.librarycompany.org](http://www.librarycompany.org) includes links to external websites. Unless included in the list below, these links do not fall under the [www.librarycompany.org](http://www.librarycompany.org) domain, and the Library Company of Philadelphia is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

- <https://digital.librarycompany.org>
- <http://www.abolitionseminar.org>
- <http://lcpalbumproject.org>
- <http://www.lcpimages.org>

## **Modifications**

We may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.