

The Library of Virginia's Privacy Policy

It is the policy of The Library of Virginia that personal information about citizens will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that citizens shall understand the reason the information is collected and be able to examine their personal records which are maintained by a public body.

Personal Information

The Library of Virginia does not require you to provide any personal information when using its Web site. In the event that you request information from us, it may be necessary for you to provide enough information to process your request.

Information from E-mail You Send to Us

If you decide to send us an electronic mail message (e-mail), the message will usually contain your return e-mail address. If you include personally-identifying information in your e-mail because you want us to address issues specific to your situation, we may use that information in responding to your request. We do not distribute lists of e-mail addresses to any parties outside of The Library of Virginia. Except as required by law, we do not share our e-mail with any other outside organizations. Also, e-mail inquiries sent to The Library of Virginia are not secure or confidential.

Information Collected from Interactive Forms

On some of our webpages we offer interactive forms that let you voluntarily submit personal information (such as your e-mail address, name, and address). This occurs when you are requesting information, ordering publications, or registering for various conferences, workshops, or training sessions offered by The Library of Virginia. All submitted information is used only for the expressed purposes for which it is intended and is not made available to any third party.

Tracking Movement through the Web site

We may record some non-personal information during your visit. If you do nothing during your visit but browse through the Web site, read pages, or download information, our Web site's server may automatically record some general information about your visit.

During your visit, our Web site's server may record:

- The Internet domain for your Internet service, such as xcompany.com or xcompany.net if you use a private Internet access account, or yourschool.edu if you connect from a college or university domain and IP address (a number automatically assigned to your computer whenever you are surfing the web) from which you access our site.
- The type and version of browser (such as Netscape version X or Internet Explorer version X) that you use and the type of operating system you use (such as Macintosh, Unix, or Windows).
- The date and time you visit our site, and the Web pages that you visit on our site.

- The address of the previous Web site you were visiting, if clicked through to us from another Web site.

We use this information for statistical analysis, to help us make our site more useful to visitors. This information is only used internally, does not record information about individuals, and will only be used for internal management purposes.

Cookies

"Cookies" are a standard Web technology consisting of small files placed on your computer by a Web server. The server uses them to both store and retrieve information about your visit. Cookies are used only in the event an application on this site requires a persistent connection between the server and your computer. This connection is maintained through the use of cookies. These cookies are not used to store or transmit information about you. If your Web browser is not configured to accept cookies, you will still be able to access information on the site, but some features and applications may not be available.

Links to Other Sites

Our Web site has links to other Web sites you may find interesting or relevant. These other sites may send their own cookies to your PC, collect data, or solicit personal information. The privacy policies and procedures described here do not apply to any external links. We encourage you to read the privacy policies of any site you link to from ours, especially if you share any personal information.

How can you stop receiving email from us? Each email contains an easy way for you to cease receiving email from us, or to contact us and express any interests.

Email Address Sharing and Usage

We will never share, sell, or rent individual personal information with anyone for their promotional use without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information, and to contracted service providers for purposes of providing services relating to our communications with you.