

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

WEBSITE USAGE

The Oak Lawn Public Library (OLPL) does not capture personal information about visitors without permission. The Library endeavors to collect only the minimum amount of information needed to meet the purposes for which the website was created.

OLPL Privacy Statement does not apply to non-OLPL websites that may be linked from the Library's website. Visitors should read the privacy policies of individual sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

TERMS AND CONDITIONS

CONDITIONS OF USE

Using the OLPL website constitutes agreement to the Library's terms of use. The Library encourages visitors to review the following information carefully.

PROTECTING YOUR ACCOUNT

Some portions of this website permit username and passwords to be used. Visitors are responsible for protecting their unique username and password and agree to be responsible for all activities performed under their user accounts.

LIMITATION OF LIABILITY

This site is provided by OLPL on an "as is" and "as available" basis. OLPL makes no warranties, either expressed or implied, as to the operation of the site or the content contained therein. Visitors expressly agree that use of www.olpl.org is at their own risk. OLPL cannot warrant that this site, the Library's servers, or email communications affiliated with the use of this website, are free from viruses. The Library will not be responsible for any damages of any kind resulting from use of this website, including but not limited to direct, indirect, incidental, punitive, and consequential damages.

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information is information about a person that is readily identifiable to that specific individual. It includes, for example, an individual's name, street address, email address, or phone number. Personally identifiable information will not be collected unless visitors voluntarily send an email message, fill-out and send an online form, or fill-out personal information and send in a survey. The choice not to participate in these activities will not impair visitor's ability to access certain information (though they may not be able to complete the transaction or service online). Unless specifically protected under state law, any information provided may be inspected by the public or disclosed in a legal proceeding.

EMAIL MESSAGES

Email messages, sent to any OLPL address, will be treated the same as any other written

communication. They may be subject to public inspection or legal disclosure and may be saved for a period of time before they are destroyed. Email or other information requests sent to the Library website may be maintained in order to respond to the request, forward that request to the appropriate agency, or to provide the web designer with valuable customer feedback to assist in improving the site. Email addresses obtained as a result of a request to the Library site will not be sold or given to private companies for marketing purposes.

ELECTRONIC FORMS

Any other information provided by a visitor at the request of an agency of OLPL, such as the completion and electronic filing of a form, will be considered to be voluntarily provided by the visitor and will be treated in the same manner as information provided in written form or in person during a visit to the agency. Information provided may be subject to public inspection and legal disclosure and may be saved for a period of time before it is destroyed.

REFUND POLICY

Class fees are non-refundable unless specifically stated on the registration form.

DELIVERY POLICY

During class registration, a printable page will be available. Those providing an email address will receive confirmation via email.

CHANGES IN POLICY

The Library reserves the right to modify, alter, delete and update these policies at any time. Such alterations do not nullify the Library's rights if infringements or breaches occurred under a previous version of these conditions.

Adopted: 2/19/2013

Revised: 2/21/2023