Mideastern Michigan Library Cooperative Privacy Policy

Mideastern Michigan Library Cooperative (**"We" or "Us")** respect your privacy and are committed to protecting it through our compliance with this policy.

This policy describes the types of information We may collect from you or that you may provide when you visit the website https://mmlc.info (our "**Site**") and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information We collect:

- On this Site.
- In email, text, and other electronic messages about between you and Us related to this Site.

It does not apply to information collected by:

- Us offline or through any other means, including on any other website operated by Us or any third party; or
- Any third party, including through any application or content (including advertising) that may link to or be accessible from or on the Site.

Please read this policy carefully to understand our policies and practices regarding your information and how We will treat it. If you do not agree with our policies and practices, do not use our Site. By accessing or using this Site, you agree to this privacy policy. This policy may change from time to time (see Changes to Our Privacy Policy). Your continued use of this Site after We make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children Under the Age of 18

Our Site is not intended for children under 18 years of age. No one under age 18 may provide any information to or on the Site. We do not knowingly collect personal information from children under 18. If you are under 18, do not use or provide any information on this Site or on or through any of its features. If we learn we have collected or received personal information from a child under 18 without verification of parental consent, we will delete that information. If you believe we might have any information from, or about, a child under 18, please contact the Mideastern Michigan Library Cooperative Director.

California residents under 16 years of age may have additional rights regarding the collection and sale of their personal information. Please see Your California Privacy Rights for more information.

Information We Collect About You and How We Collect It

Mideastern Michigan Library Cooperative collects several types of information from and about users of our Site, including information:

- By which you may be personally identified, such as name, postal address, e-mail address, telephone number, or any other identifier by which you may be contacted online or offline ("personal information");

- That is about you but individually does not identify you; and/or
- About your internet connection, the equipment you use to access our Site, and usage details.

We may gather information in the following ways:
- Information collected automatically. Mmlc.info uses web analytics to collect and process some of your information. This may include information about how you linked to mmlc.info, when you accessed our website, the searches you initiated, things you clicked on, your IP address, the type of browser and operating system you used, and the pages you requested and visited. This information is aggregated and is used to improve the website.
- Information voluntarily submitted. The Mideastern Michigan Library Cooperative (or our third-party vendors) may collect additional information if you voluntarily provide it (e.g., in connection with an online transaction). The type of information varies by transaction and may include: your name, address, phone number, email address, credit card number, username, and password.

Information You Provide to Us

The information we collect on or through our Site may include:

- Information that you provide by filling in forms on our Site. This includes information provided at the time of registering to use our Site or requesting services. We may also ask you for information when you report a problem with our Site.
- Records and copies of your correspondence (including email addresses) if you contact us.
- Details of transactions you carry out through our Site and of the fulfillment of your orders.
- You may be required to provide financial information before placing an order through our website
- Your search queries on the Site.

Information We Collect Through Automatic Data Collection Technologies

As you navigate through and interact with our Site, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:
- Details of your visits to our Site, including traffic data, location data, logs, and other communication data and the resources you access and use on the Site.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically may include personal information, or We may maintain it or associate it with personal information We collect in other ways or receive from third parties. It helps Us to improve our Site and to deliver a better and more personalized service, including by enabling Us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing Us to customize our Site according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Site.

The technologies we use for this automatic data collection may include cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our Site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Site.

How We Use Your Information

We use information that We collect about you or that you provide to Us, including any personal information:

- To present our Site and its contents to you.
- To provide you with information, products, or services that you request from Us. To fulfill any other purpose for which you provide it.
- To provide you with notices about your account, including expiration and renewal notices. To carry out our obligations and enforce our rights arising from any contracts entered into between you and Us, including for billing and collection.
- To notify you about changes to our Site or any products or services we offer or provide through it, including through newsletters and announcements. You may unsubscribe to these services by following the instructions contained in the email.
- If you provide us with information about a third party, we may retain that information to provide the service requested. For example, users may share articles on mmlc.info with a third party.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

Sharing and Disclosure of Your Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may disclose personal information that We collect, or you provide as described in this privacy policy:

- To share the information with your consent.
- To share your information as necessary to provide the product or service you have requested.
- To contractors, service providers, and other third parties We use to support our business. To a successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by Mideastern Michigan Library Cooperative about our Site users is among the assets
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by Us when you provide the information. To enforce or apply, our Terms of Use and other agreements.
- If We believe disclosure is necessary or appropriate to protect the rights, property, or safety of Mideastern Michigan Library Cooperative, our stakeholders, or others.

- To respond to or comply with any subpoenas, court orders, law, regulation, regulatory guidance, legal process, including, to requests pursuant to the Michigan Freedom of Information Act, MCL 15.231, *et seq*.

We limit access to personally identifiable information gathered through mmlc.info to employees and agents who need access to perform a specific job. Security measures have been integrated into the design, implementation, and day-to-day operations of this website and our organization as part of our continuing commitment to the security of information.

MMLC.info uses Secure Sockets Layer (SSL) technology to encrypt and protect your personal financial information during Internet transmissions.

Changes to Our Privacy Policy

It is our policy to post any changes we make to our privacy policy on this page with a notice that the privacy policy has been updated on the Site home page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Site home page. The date the privacy policy was last revised is identified at the bottom of the page. You are responsible for periodically visiting our Site, and this privacy policy, to check for any changes.

Contact Information

To ask questions or comment about this privacy policy and our privacy practices, or to register a complaint or concern, please contact the Mideastern Michigan Library Cooperative Director.

Adopted September 2023
Reaffirmed September 10, 2026