

# Libraries Without Borders US Privacy Policy

Last Updated: May 7, 2024

This Privacy Policy describes the personal information that we, Libraries Without Borders US (“LWB”), collect, the purposes for which we use it, the parties with whom we may share it, and your choices with respect to such information. For purposes of this Privacy Policy, “personal information” means any information that relates to you as an individual and could reasonably be used to identify you. This Privacy Policy applies to our collection and use of personal information through this website and any related websites or applications operated by LWB (collectively, the “websites” and individually, each a “website”), any other third party platforms that LWB uses (for example, Facebook, Instagram, Twitter, and LinkedIn), any of our hosted events (whether online or in-person), any third party-hosted or public events in which LWB participates in (whether online or in-person), as well as through any other means where a link or reference to this Privacy Policy is provided.

Please also click [here](#) to see our Terms of Use, which incorporates this Privacy Policy by reference.

## Collection and Use of Personal Information

**Automatically-collected Personal Information.** When you visit the websites, we may automatically collect information about you or your visit to our websites to help us better understand the public use of the websites and to make the websites more useful to visitors. LWB may automatically collect and store the following types of information about your visit:

- The name of the domain you use to access the Internet;
- The date, time, and duration of your visit to our website;
- The pages and documents you viewed on our website from an external search engine such as Bing or Google;
- The URL of the website you visited prior to ours;
- The words you searched for on our website;
- The type and version of your Web browser and operating system;
- Your location at the time of your visit, down to city-level; and
- Your age, gender, and language at the time of your visit to our website

This information is used for analytics purposes to measure the number of visitors to the various sections of our websites and improve organization, coverage, system performance or other problem areas.

- *Cookies.* When you use the websites, we may send one or more cookies (which are small text files) to your computer or mobile device, to help analyze our web page flow,

customize our content, measure promotional effectiveness, and promote trust and safety. You are always free to decline our cookies if your browser permits, although doing so may interfere with your ability to use the Services or certain features of the Services.

- *Analytics.* When you browse through the websites, we use Google Analytics software to gather and temporarily store a variety of information about your visit. However, this information cannot be used to identify you as an individual. We do not associate any of the data we collect with you as an individual. Instead, we aggregate this data from all visits in order to improve our website and provide a better user experience to our visitors. The aggregate data is available only to LWB website managers and other designated staff who require this information to perform their duties. It is retained only for as long as needed for proper analysis. The Google Analytics Privacy Policy is available at <https://www.google.com/intl/en/policies/privacy>. LWB visitors can opt-out of the Google Analytics Advertising Features we use, such as the Demographics and Interest Reports, by downloading and installing the Google Analytics Opt-out Browser Add-on. In doing so, LWB visitors prevent their data from being used by Google Analytics. LWB also uses Bit.ly to shorten long URLs for use in email and social media messages. Bit.ly provides analytics on how many people clicked on the URLs distributed by LWB. Bit.ly analytics does not provide any personally identifiable information about the visitors who click the shortened links. The Bit.ly Privacy Policy is available at <https://bitly.com/pages/privacy>.

**User-provided Personal Information.** If you choose to share or send us personal information (including name, date of birth, contact details, financial information and other information) by filling out a form on our website, by email or in writing, over the phone or in person, we may use this information to generally provide or improve our services or programs, respond to your messages, follow-up with your inquiries, provide you with the information or material you requested, for marketing purposes, to comply with the law and exercise our rights, for recruitment or hiring, processing your donation, or other purposes in the ordinary course of operation (“Ordinary Course Purposes”). LWB never collects information for commercial, for-profit marketing or any purposes not related to LWB’s functions.

**Third Party-provided Personal Information.** LWB maintains accounts on third-party sites, such as social media sites, as tools to better interact with the public, and may collect personal information about you through such sites (to the extent you have expressed an interest in LWB by, for example, following, subscribing, liking, friending, sharing a post or commenting and to the extent permitted by such sites), including your name, contact, profile information and content and the content of your messages or posts. Such personal information may be used for Ordinary Course Purposes. The security and privacy policies of third-party sites apply to your activity on those sites. LWB never collects information for commercial, for-profit marketing or any purposes not related to LWB’s functions.

## Disclosure of Personal Information

We may disclose your personal information to third party vendors or service providers who provide all or part of any service in support of our operations or help us maintain the security of our operations; where required in order to comply with applicable laws or defend our rights; with

social media companies, such as Facebook or Instagram, in connection with our use of their platforms to communicate with our users; marketing partners and marketing platform providers; consultants, lawyers, accountants, and other professional service providers; and, in certain cases, to other third parties with your consent. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from LWB, including from web logs, may be used to help identify an individual. LWB may also share your information with others in connection with, or during negotiations of, any merger, sale of LWB assets, consolidation or restructuring, financing, or acquisition of all or a portion of our business by or into another entity.

LWB periodically deletes its web logs containing automatically-collected information. On occasion, LWB may provide aggregated automatically-collected information to third party entities it contracts with for the purpose of research analysis.

### Links from LWB to Other Websites

Certain websites may provide links to, or features from, other third party websites. If you link to or use such third party sites or features, you do so at your own risk. We do not control and are not responsible for the content or practices of any third party website, application, or other product or service. Once you link to another site, you are subject to the privacy policy of such third party site.

### Security

LWB maintains this website. For website security purposes and to ensure that this service remains available to all users, we use software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Please note, however, that no security measures are perfect or impenetrable. We therefore cannot guarantee and do not warrant the absolute security of your personal information. We retain your personal information for no longer than reasonably necessary to fulfill the purposes for which we collected it or to comply with the law, prevent fraud, facilitate an investigation, defend against legal claims, or exercise our legal rights. If you reside outside the United States, please note that the personal information we collect about you may not be subject to the same level of protection of personal information as it would be in the jurisdiction in which you reside.

### Updates to this Privacy Policy

LWB may update or make changes to this Privacy Policy from time to time, without notice. LWB will notify you about changes that significantly impact our use of your personal information by placing a prominent notice on this website or by sending you an email. We recommend revisiting this page periodically to make sure that you have the most recent information regarding our collection and use of your personal information. To the extent permitted under applicable law, we will understand your use of our website, products or services after an update



to this Privacy Policy to reflect your consent to the practices described in this Privacy Policy. For the avoidance of doubt, disputes arising as considered in this document will be resolved in accordance with the Privacy Policy in effect at the time the dispute arose.

## Contact

Please contact us with any questions, comments or concerns about this Privacy Policy or our use of your personal information by email at [info@librarieswithoutborders.us](mailto:info@librarieswithoutborders.us) or by mail at 244 Madison Avenue, Suite 1018, New York, NY 10016.