

ISLMA PRIVACY POLICY

Information Collection

The Illinois School Library Media Association collects a variety of demographic and descriptive data about its members. Our policy is to use any data collected by any means, whether through the Internet, email, our website and/or any interactive forms or surveys or other correspondence, but only for such uses that are important to our organization and our cause.

The data collected within the members-only section of the ISLMA web site as well as on the ISLMA membership application. Other than the required basic contact information, members have control over what information they choose to provide. ISLMA is committed to respecting your privacy. This privacy policy governs our collection and use of personal and business information collected from visitors to our website, through our email and regular mail correspondence, telephone calls, and faxes, and reflects our policies toward privacy in respect to all other means of gathering and disseminating data.

ISLMA member lists are accessed only for upgrading our computer systems or distributing ISLMA newsletters, publicity campaigns, alerts, correspondence, event notifications, or other professional communications that help us accomplish our mission. ISLMA reserves the right to lease member mail address labels to book vendors, library vendors and other professional organizations that we partner with. However, we do not lease the entire member database.

Information Uses

ISLMA uses these data to communicate directly with members as well as for staff to provide benefits and services to the membership. Contact information is also made available to other ISLMA members. Members have control over what information is made available. ISLMA also makes name and mailing address information available on a limited lease basis to third parties who are identified as providing information deemed likely to be of interest to the ISLMA membership.

Member's Control

Each member may elect not to have their name and address information made available to third parties.

Credit Card Information

ISLMA only uses credit card information to process payments authorized by the individual. The ISLMA website uses encryption technology, such as Secure Sockets Layer (SSL), to protect your personal information during data transport. SSL encrypts ordering information such as your name, address and credit card number.

Visitors to the Website and Website Security

Illinois School Library Media Association's website may collect information about each visitor to our website in these ways:

- through your IP address
- through cookies
- through online forms
- through any correspondence you send us via mail to our online posted mailing address, our online listed emails, and through other forms

Detail about these methods of information collection follows:

IP Addresses

Your IP address does not reveal any personal information about you or your activities. Our web server host logs all IP addresses of all visitors to automate information collection concerning web traffic, usage, length of time visitors stayed, new visitors, entry and exit points, and the like. It is also used as statistical information for reporting and to find ways to improve web usability.

Cookies

Our website uses cookies to gather information about traffic and to enhance your visit to our site. Internet cookies save data about individual visitors, such as the visitor's name, password, user-name, screen preferences, the pages of a site viewed by the visitor, and the advertisements viewed or clicked by the visitor.

Cookies are used to customize web pages to provide the user with preferences. They can be deactivated in your browser, if you wish, by configuring your browser's preferences not to accept them. No information gathered by any cookies we have on our site is used to disseminate information about your personal use of the Internet, nor is it ever used for any marketing or advertising purposes.

Online Forms

Online forms such as conference proposals and registration forms are generated to gather information about you and your organization when you register or submit a proposal. None of this information is shared with third parties.

Correspondence

None of your correspondence that you send via regular mail, online through forms, through email, or any other means is ever sold to third parties under any circumstances, and is used only to conduct our daily business in accomplishing our mission.

Revisions

We reserve the right to change or modify this privacy statement at any time. If we revise our privacy statement, we will post those changes on the homepage and other places so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

The term "members and customers" as used in this statement includes ISLMA members, customers, donors, or any individual or organization having contact or conducting transactions with the Association.

Any information you choose to provide on the website will only be used to provide or improve services. ISLMA guards your privacy and appreciates your trust.

You may inform us of your communication preferences at any time by visiting our online [Communications Preferences](#) page.

E-mails and Web Forms

Personally identifying information that you provide by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or products to you, update your membership record, or to respond to your questions or comments. If you provide contact information, ISLMA staff or its contractors may contact you to clarify your comment or question, or to learn about your level of customer satisfaction with our services.

Any credit card information you provide for goods or services is secure and used only for your intended purpose.

Links to Other Sites

This Website contains links to other sites. The Illinois School Library Media Association is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. . We encourage you to become familiar with privacy practices of other sites you visit, including linked sites.

Security

For site security purposes and to ensure that this service remains available to all users, the Illinois School Library Media Association uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Information also may be used for authorized law enforcement investigations. Except for the above purposes, no other attempts are made to identify individual users or their usage habits.

Information Collected and Stored Automatically

During your visit, as you browse through the web site, read pages, or download information, we will automatically gather and store certain information about your visit but not about you. This information does not identify you personally. We automatically collect and store only the following information about the visit:

1. The Internet domain (for example, "xcompany.com" if a private Internet access account, or "aschool.edu" if connected from a university) and IP address (an IP address is a number that is automatically assigned to a computer whenever it is surfing the Web) from which access to our web site is gained;
2. The type of browser and operating system used to access our site;
3. The date and time of access to our site;
4. The pages visited and for how long; and
5. The address of the website from which the initial visit to www.ISLMA.org was launched, if any.

We use this information to help us make our site more useful to visitors and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to your personal information or identity.

Illinois School Library Media Association
Communication Preferences

In the course of business, Illinois School Library Media Association (hereafter known as ISLMA) uses both electronic and paper-generated lists to communicate a variety of opportunities.

To assure you receive timely and useful information from these sources, and that you receive only the types of information you want, please note ISLMA's current policy is as follows:

CURRENT POLICY

- You will receive official communication from ISLMA (ballot, renewal and membership card, Newsletter, and membership directory).
- You may receive communications about opportunities from ISLMA officers, committees and, carefully screened outside organizations**

** Carefully screened outside organizations (include affiliated organizations, professional development opportunities, select vendors, and publishers) **Outside organizations only receive mailing labels, not the actual Membership directory.**

NOTE: The information above does not apply to conference registration. Please review the check boxes on conference registration forms for additional information. This information also does not apply to any electronic discussion lists to which you may be subscribed. ISLMA does not currently rent email lists to outside organizations.

If you wish to opt out of the current policy, you must contact the ISLMA Executive Secretary in writing at either islma@islma.org or ISLMA, P.O. 598, Canton, IL. 61520.