

E•VANCED SOLUTIONS, INC.

PRIVACY POLICY

Last revised: June 14, 2007

Overview

E•vanced Solutions, Inc. (“E•vanced”) provides web-based applications, specifically related to event, meeting room, and summer reading management (the “Applications”) to libraries and organizations (“Customers”). Our services may include arranging off-site, third party hosting of our program and associated Customer databases. E•vanced is committed to maintaining the privacy of our Customers, their customers and users (“Patrons”), and visitors to our website. Use of E•vanced services, including its website, and communicating with E•vanced constitutes an agreement to be bound by the terms of this Privacy Policy (this “Policy”).

The Application

For purposes of this Policy, the Applications consist of the underlying programming and basic visual representation of the application as provided to our Customers. To the extent the Applications allow Customers to customize certain features, it does not consist of any visual or style customization performed by the Customer, or any event, reservation, or Patron data within the application databases (the “Databases”). Each Customer and their branches, subsidiaries, affiliates, and any and all parties associated with the Customer are responsible for the content, maintenance, security and control of the Databases.

Personal Information

Personal information is defined as any information that can be used to identify an individual, such as name, address, phone number, and e-mail addresses (“Personal Information”). E•vanced does not collect, store or maintain a record of Personal Information, unless voluntarily provided by our Customers or their Patrons; such information is used solely for the purpose for which it was provided, to provide service and support, or to facilitate collection of fees due to E•vanced. The provision of service may include, but is not limited to, information about E•vanced products and services when requested or when a prior relationship already exists.

E•vanced’s direct customers (primarily Public Libraries) may, for their purposes, collect Personal information from their customers and patrons. This collection must adhere to federal, state, and local guidelines. Refer to the specific organization’s Privacy Policy for information about their rules and policies. In the event that an organization that uses E•vanced’s hosting services and that service is used to collect personal information, E•vanced will not access, use, distribute, or make available that data to any organization outside of the one that collected it. All appropriate and required measures will be taken to secure and protect that information.

E•vanced occasionally provides opportunities to contribute to its website. Submission of any content for publication is voluntary and Personal Information in the form of some portion or all of the submitter’s name, the organization or library name, and/or city and state location may be used unless otherwise requested. Such submissions are not governed under this Policy.

When users visit the E•vanced website, certain information about your visit is automatically logged and stored, including:

- The IP address from which the E•vanced website was accessed;
- The name of the domain from which the Internet was accessed;
- The type of browser and operating system used to access the E-vanced website;
- The date, time and duration of access;
- The pages, file, documents and links visited; and
- The internet address of the website from which the E•vanced website was accessed.

Such information is collected in the aggregate for purposes of generating statistical reports, managing and improving operations and services, and is not used to create user profiles or contact users.

Updating Personal Information

E•vanced makes reasonable effort to maintain accurate Customer information; but relies on users and Customers to update contact information as needed.

Children

E•vanced itself will not knowingly collect Personal Information from children under 13 years of age (“Children”). When appropriate, E•vanced will instruct Children not to provide such information. Parents are encouraged to remind Children to ask permission before providing Personal Information online. In the event a Child provides E•vanced with Personal Information, the Child’s parent or guardian should contact E•vanced at the number or e-mail address provided at the end of this policy. E•vanced will use reasonable effort to delete the Child’s Personal Information from our files.

E•vanced’s direct customers (primarily Public Libraries) may, for their purposes, collect Personal information from children under 13 years of age. This collection must adhere to federal, state, and local guidelines. Refer to the specific organization’s Privacy Policy for information about their rules and policies. In the event that an organization that uses E•vanced’s hosting services and that service is used to collect personal information from children under 13, E•vanced will not access, use, distribute, or make available that data to any organization outside of the one that collected it. All appropriate and required measures will be taken to secure and protect that information.

E-mail Transmissions

E•vanced cannot guarantee the security of e-mail messages while in transit. It is possible for e-mails to be intercepted in transit by unauthorized individuals and organizations. For this reason, E•vanced discourages the transmission by e-mail of any information deemed sensitive.

External Links

The E•vanced website may contain links to external websites that support our mission and may be of interest to our Customers, other users, and interested parties. Such links are provided as a courtesy and convenience only. The inclusion of any links to other websites does not constitute support for or endorsement of any organization, or any opinions, products or services of any linked website. E•vanced cannot be responsible for the privacy practices, content, accuracy, legality or any costs which may be incurred using or accessing a linked website. Once users leave the E•vanced website, they are no longer subject to this Policy. E•vanced cannot claim responsibility for information collected by or from websites linked to or from the E•vanced website. E•vanced reserves the right to add or remove links at any time for any reason.

Third Party Partners

No Sale of Patron Information

E•vanced does not share, sell, lease, license or otherwise distribute or disclose Personal Information to third party partners or any other outside individuals, organizations or sources.

Off-site Hosting Services

E•vanced may contract with third party partners to host E•vanced products on off-site servers (“Hosting”), which may be located anywhere in the world (“Service Partners”). Such Hosting service is provided with the express agreement of the Customer. The Service Partners’ activities are limited to contracted products and services necessary to maintain E•vanced services and Customer databases. Any information required to provide and maintain the Hosting service is provided on a confidential basis. Failure to maintain the confidentiality of E•vanced, its Customers and their Patrons is subject, but not limited, to termination of any and all service agreements and any other legal remedies available.

Security

E•vanced has reasonable physical, electronic, and managerial measures in place to prevent unauthorized access, alteration, disclosure, or destruction of information in the possession of E•vanced. E•vanced reviews data collection, storage and process practices, security measures, and physical security to guard against unauthorized access to

systems where personal data is stored. E•vanced cannot claim responsibility for unauthorized access, disclosure, or destruction of information on Customer servers or Hosted servers.

Access to Personal Information held or obtained by E•vanced is restricted to employees, contractors, and agents on a need-to-know basis to operate, develop, and improve products and services. Such employees, contractors, and agents are bound by confidentiality and subject to discipline, including termination and criminal prosecution.

E•vanced may share Customer or Patron Information if it has a good faith belief that access, use, preservation, or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable government request, (b) enforce applicable Terms of Service or any other agreement, including investigation of potential violations thereof, (c) detect, prevent or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property, or safety of E•vanced, its Customers, users or the public, as required or permitted by law.

Cookies

Cookies are small text files sent to a user's browser by websites they access. Some cookies are temporary files used only during a current, active session and then are automatically deleted when a user logs off. Other cookies are persistent cookies, which are saved on a user's hard drive. Cookies streamline navigation of websites, log user preferences to better facilitate their next visit, and facilitate use of interactive features on a website. Cookies also collect statistical information in the aggregate, which is used to assess content and service. Cookies cannot read data on a hard disk, cannot read cookies created by other websites, and can only be accessed by the websites that created them. Cookies are not used to create user profiles or contact lists.

Users may block or disallow cookies and still gain access to most features of a website. Certain website features may require cookies to be active and function properly. When deactivated, such features will not be available.

Virus Protection

E•vanced uses virus protection software on our computer systems and regularly updates the software. This is a computer security measure that, in addition to maintaining our computer systems, also ensures that all files we develop and/or post on our web servers are virus-free. When you request a file or download from our site, it is possible, though unlikely, that the data may contract a virus and become corrupted before it reaches your computer. E•vanced is not responsible for files that may become corrupted as the data travels the internet.

Changes to this Policy

Please note that this Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, in certain instances, e-mail notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will retain copies of prior versions of this Policy in our archive.

Contact

If you have any comments or questions regarding this Policy, please contact E•vanced Solutions at:

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