

## **ARTSTOR PRIVACY POLICY**

ARTstor is committed to protecting the privacy of the users of its website and the ARTstor Digital Library. To better inform you of our policy concerning user privacy, we have adopted the following guidelines. Please note that these guidelines are subject to change, and any such changes will be posted on this page in the ARTstor website.

### **The Information ARTstor Collects**

You can perform all of the functions in the ARTstor Digital Library without providing ARTstor with any personally identifiable information. You can view the ARTstor Charter Collections, for example, and perform other functions while maintaining anonymity.

If you elect to save electronically image groups and set user preferences so that you can subsequently retrieve them, you must go through ARTstor's site registration process. During this process, we will ask you for your email address (which can be any email address) and will ask you to create a password of your choosing. By providing us with your email address, ARTstor will be able to connect user preferences and saved image groups to the email address, allowing us to retrieve your image groups and preferences should you forget your password.

### **Maintenance of Image Groups**

Some institutions currently facilitate the use of their digital resources by providing administrative support for the use of such resources, such as helping save materials into course folders, or removing materials that are no longer needed. To provide such support, one or more representatives at an institution, such as a library administrator ("Institutional Administrator"), may need to associate such electronic materials with the individual who created them, so that they can determine, for example, whether a particular user wants to continue to maintain such materials.

If you elect to register as a user of the ARTstor Digital Library or to save electronically image groups using tools from the ARTstor Digital Library, you give ARTstor permission to provide the Institutional Administrator the email address that you used to register with ARTstor. You also give the Institutional Administrator or ARTstor (should the Institutional Administrator so direct us) permission to access the image groups that you have created, to make changes to those groups (including deleting such image groups, either in full or in part), and to contact you at the email address you have provided with respect to such image groups, for the purpose of administering and supporting the institution's subscription to the ARTstor Digital Library. Your having given the Institutional Administrator and ARTstor permission to perform these roles does not necessarily imply that these activities will be performed at your particular institution. Please contact your Institutional Administrator if you have questions about institutional policy in this area.

Such access is not intended to compromise your individual privacy. ARTstor does not require you to use an email address that reveals your name or other personally identifiable information.

### **Participation in Optional Surveys**

ARTstor will seek to conduct surveys on the ARTstor website, or to send surveys to selected groups of ARTstor registered users, who have given us permission to send them email, for purposes of better understanding users' needs and interests, and for improving the ARTstor

Digital Library and site over time. In those cases, we will link the voluntary survey results to the registered user's email address. Participating in such surveys is optional.

### **Information Collected with Technology**

ARTstor collects some non-personally identifiable information about you through its use of technology, so it may not be readily apparent to you that it is being collected. For instance, when you come to our site, your IP address is collected so that we know where to send information you are requesting. An IP address is often associated with the place from which you enter the Internet. We also may collect other non-personally identifiable information, such as the type of browser you are using (e.g., Netscape, Internet Explorer), the type of operating system you are using (e.g., Windows 2000 or Mac OS), and the domain name of your Internet service provider.

### **ARTstor's Use of Cookies**

ARTstor employs "cookie" technology. Cookies are small pieces of text that are stored on your computer and act as a tool for controlling certain system variables and storing system configuration information in the WWW environment. ARTstor uses cookies to store user preferences, such as for viewing and printing, and to store authentication information. ARTstor does not link cookie data with personally identifiable information. No personal information is extracted in the cookie setting process, and we do not use cookies to identify what other sites or pages you have visited. We do not involve advertisers, who may place a cookie on your browser, in the operation of our site.

We require users to agree to our Terms and Conditions of Use.

### **Use of the Information**

We use the information you provide to facilitate your use of the ARTstor Digital Library, to respond to your inquiries about ARTstor, to improve the design of our site, for system administration and troubleshooting purposes, to correspond to users (where possible), to enable us to respond to uses of the ARTstor Digital Library in violation of the ARTstor Terms and Conditions of Use, and to track and analyze site usage.

### **Security**

We have physical, electronic, and managerial measures in place to prevent unauthorized access to the information we collect online. We do not, however, claim any responsibility for information collected by or from websites linking to or from ARTstor.

### **Sharing Information**

Except in special circumstances, as outlined herein, ARTstor does not share information you provide. ARTstor does share general usage data in aggregated form, so that no personal information is identifiable, to institutions licensing the ARTstor Digital Library, content providers, and the general public. ARTstor will make available to you all of the personal information that you provided ARTstor (where applicable), on request.

### **Compliance With Legal Proceedings**

ARTstor may disclose personal information if required to do so by law or if we believe in good faith that such action is necessary to comply with the law or a legal proceeding, to protect against violations of our Terms and Conditions of Use, or to protect and defend our rights and property or the rights and property of contributors to the ARTstor Digital Library.

### **Opting Out**

ARTstor will remove you and your personal information from our database on request. Please note that this may cancel your access to the ARTstor Digital Library.

### **Contact Us**

If you have any inquiries about ARTstor's privacy policy or its implementation, you may contact us at [userservices@artstor.org](mailto:userservices@artstor.org).

Last updated on January 10, 2005