

Privacy Policy

This privacy policy applies to the Web site only and does not cover information collected on any third-party sites to which this Web site links. This privacy policy is part of, and must be read in conjunction with, the Web site's Terms & Conditions. You can read the entire Terms & Conditions by clicking on the 'Terms & Conditions' link at the bottom of each page. If you do not agree with the Terms & Conditions in their entirety, please do not use this Web site.

Web Site Users

LibraryLab may collect personally identifiable information such as a name, postal address, E-mail address, telephone number, or credit card information only with your specific knowledge and consent.

How does the Web site use information supplied by me?

Visitors to our Web site that are willing to use LibraryLab services are asked to supply certain personally identifying information, which is then retained by LibraryLab. For example, we may ask you for certain information if you choose to use our test preparation course. If you choose to give us personally identifying information at such time, such information will be retained by us and used only to provide you with products or services you have requested, or with additional information from LibraryLab, its affiliates, or selected outside companies whose products or services we feel may be of use to you. Any information from selected outside companies will be transmitted by LibraryLab so that such companies will not have access either to your E-mail address or to your other personally identifying information. Moreover, we will not sell or rent any personally identifying information obtained through the Web site to any other company or organization. If, at some point after giving LibraryLab your personally identifying information, you do not wish to continue to receive additional information from LibraryLab, its affiliates, or selected outside companies, in general, you may opt out by E-mailing info@librarylab.com and put the words "remove my name" in the subject line of your E-mail. In the case of our Email newsletters, you also may follow the procedures at our E-mail newsletter registration page. While your individual information is protected as discussed above, LibraryLab reserves the right to use such individual information to create aggregated, anonymous data about users in order to develop statistics about activity on and visitors to the Web site. In addition, LibraryLab may disclose personal information if we in good faith believe that such action is necessary to (1) comply with the law or with legal process; (2) protect and defend our rights and property; (3) protect against misuse or unauthorized use of the Web site; or (4) protect the personal safety, property, or rights of our users or the public.

What are "cookies" and how do you use them?

"Cookies" are pieces of information that are placed by a Web site in a storage place on your computer. Cookies do not contain information that is, in itself, personally identifying. LibraryLab may place cookies on your computer in a limited way to help deliver advertisements, to calculate unique site visitors, and to track usage throughout our site. Other uses include placement of cookies to make the login process more convenient.

How is my credit card information used when I make a purchase?

When you make a purchase, we ask you to provide your credit card information so that we can process your payment. During the ordering process, such credit card information is transmitted to LibraryLab. Credit card information is then transmitted to third-party credit card processors and card issuers that must use your information to process your order.

Children's Online Privacy Protection Act

No one under the age of 13 should provide any personal information. In general, LibraryLab does not knowingly collect personally identifiable information from children under 13. If in limited circumstances we do knowingly collect personally identifiable information from children under the age of 13, we will do so only with verified parental consent prior to collection. In the event that we learn that we have collected information from a child under the age of 13 without verification of parental consent, we will delete this information from our database as quickly as possible. If you believe the Web site has any information about anyone under 13, please contact us at info@librarylab.com.