



Library USB Drive Privacy Statement

Overview: At Ozark Regional Library, we are committed to protecting the privacy of our patrons. This privacy statement outlines how we handle the use of USB drives checked out from our library.

1. USB Drive Checkout:

- Patrons can check out USB drives for personal use.
- The USB drives are intended for saving documents only. Other types of files, such as multimedia or software files, are not permitted.

2. Data Privacy and Security:

- We take your privacy seriously and ensure that the USB drives are free of any pre-existing data before each checkout.
- After the USB drive is returned, it will be securely wiped to remove any saved documents, ensuring that no personal information is retained.

3. Usage Guidelines:

- Patrons are responsible for any data saved to the USB drives during the checkout period.
- Only save documents to the USB drives; saving other types of files may result in data loss.

4. Monitoring and Compliance:

- The library does not monitor the contents of the USB drives during the checkout period.
- Patrons are expected to adhere to the library's acceptable use policy while using the USB drives.

5. Liability:

- The library is not responsible for any data loss or corruption that may occur while using the USB drives.
- Patrons are encouraged to back up their documents to prevent data loss.

6. Contact Information:

- If you have any questions or concerns regarding this privacy statement or the use of USB drives, please contact us at 573-546-2615
- We appreciate your cooperation in ensuring the privacy and security of our library resources.