# BIBS Cookie Policy

This Cookie Policy provides you with information about the cookies we use and the purposes for using them. Our Privacy Policy sets out full details of the other information we may collect about you and how we may use your personal information. The Privacy Policy can be accessed via http://www.bibsuk.org/privacy-policy

## 1. What is a Cookie

A cookie is a small piece of data (text file) that a website when visited by a user asks your web browser to store on your computer (or other internet enabled devices, such as a smartphone or tablet) in order to remember information about you. Cookies are used for a number of purposes, such as remembering your preferences, and helping to improve your online experience.

## 2. What Cookies Do We Use and Why?

We use several different types of cookies. Some of these are:

a. **session cookies** which are temporary and allow us to link your actions during a browser session.
b. **persistent cookies** which remain on your device for the period of time specified in the cookie.
c. **essential cookies** which enable certain website features
d. **functionality cookies** which allow us to remember choices you make (e.g. your cookie preference).

## 2.1 Session Cookies

Session cookies only last for the duration of your visit to a website and are removed when you close your browser. These help us perform various tasks such as allowing our website to track a user across multiple pages on our site. This helps to support website security and basic functionality. We use session cookies throughout our website to:

a. identify you as being logged on our website;
b. remember information you have entered on different pages during a web browsing session;
c. enable a time out functionality should you take too long to complete a task

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These cookies are necessary for the proper operation of our website, so if you block these cookies we can't guarantee your user experience or the security of our website during your visit.

## 2.2 Persistent Cookies

Persistent cookies remain after you leave and have closed your browser, and can then be accessed on your next visit in order to retrieve any preferences you set and to recall the actions you took on the site on any previous visits. This can be to monitor browsing behaviour to help improve websites, or to target marketing. We use persistent cookies to remember your cookie preferences and for Google Analytics cookies (for further details, see our section on **Google Analytics** below).

## 2.3 Essential cookies

Essential cookies are necessary in order to enable website features, and to ensure the security of your experience. Without these cookies, services you have asked for, may not function correctly. These cookies will not be used for the purposes of marketing.

## 2.4 Performance cookies

Performance cookies collect information about how you use our website or application (e.g. which pages you visit, and if you experience any errors). These cookies do not collect any information that could identify you and are only used to help us improve how our website works, understand what interests our users, and measure how effective our advertising is. We use performance cookies :

    a. to analyse how you use the website; and
    b. for error management, to help improve the website.

Some of these cookies are managed by third parties, and you may refer to the third parties' own website privacy notifications for further information. In particular, BIBS uses Google Analytics cookies to obtain an overall view of visitor habits and visitor volumes. We use this data to help improve the overall experience on our website.

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## 2.5 Functionality cookies

Functionality cookies allow our website to remember certain data you enter and choices you make (e.g. if you have set a location preference). The information these cookies collect does not contain your name or personal details. Functionality cookies do not track your browsing activity across other websites. We use functionality cookies to:

    a. remember settings you've applied, such as preferences regarding layout and colours;

## 2.6 Targeting Cookies

Targeting cookies store information about your browsing on a particular website. They remember that you have visited a website and this information could be used to determine how you got there, the device you used, how frequently you visit, how long you visited for, what town or city you visited from and other information relevant to targeting. They are usually placed by advertising networks or web analytics companies. We use targeting cookies and certain google AdWords to advertise to people within the UK based on gender, demographics and geographies.

**BIBS does not currently use this information to target individual adverts to individual customers.**

## 2.7 Google Analytics

We will in the future use Google Analytics, a third-party web analysis service provided by Google Inc, which uses performance cookies and targeting cookies to analyse how you use our website. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States.

On behalf of BIBS, Google will use the information collected for the purpose of evaluating your use of our website, compiling reports on website activity and providing other services relating to website activity and internet usage us. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser as described above. Furthermore you can prevent Google's collection and use of data (cookies and IP address) by downloading and

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installing the browser plug-in available
under https://tools.google.com/dlpage/gaoptout?hl=en-GB#. You may disable
the use of Google Analytics by using the link disable Google Analytics. This
link creates an opt-out cookie which prevents the further processing of your
data. For more information about Google Analytics cookies, please see
Google's help pages and privacy policy:

- Google's Privacy Policy
- Google Analytics Help pages

## 3. Other Cookies

We may use external content from third party websites (e.g. YouTube) within
our websites. Additionally, we may partner with third party marketing
companies who provide services for us. These third parties may use cookies,
but their use of cookies will not be governed by this Cookie Policy.

## 4. What if I don't want to accept cookies?

Once you have given us your agreement to the use of cookies, we shall store
a cookie on your computer or device to remember this for next time. If you
wish to withdraw your agreement at any time, you will need to delete our
cookies using your internet browser settings. You should do this through the
browser settings for each browser you use. Please be aware that some of our
services, will not function if your browser does not accept cookies. However,
you can allow cookies from specific websites by making them "trusted
websites" in your internet browser.

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The following links may assist you in managing your cookies settings, or you can use the 'Help' option in your internet browser for more details.

- Cookie settings in Internet Explorer
- Cookie settings in Firefox
- Cookie settings in Chrome
- Cookie settings in Safari
- http://www.aboutcookies.org/

To block Google Analytics cookies specifically, you can install the "Google Analytics Opt-out Browser Add-on" provided by Google.

## 5. BIBS Cookie Use

Below is a full list of the cookies used by BIBS.

| Cookie | Category of Cookie | Description |
|---|---|---|
| Wordpress (Non-cache) | Essential Cookie | This cookie is set by WordPress for performance optimisation. |
| Cookie-script | Essential Cookie | This cookie is set by Cookie Script to manage the regulations concerning cookies. |
| dk_sid | Essential Cookie | This cookie is used on the students.bibsuk.org website to remember students who have logged in and are browsing page to page. |
| Remember my email | Essential Cookie | This is an optional cookie collected when a user selects the "Remember my email" tick box on the login page of students.bibsuk.org website. It is used as an optional time saving function for users. |

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