

iPAGE

Last Updated: May 15, 2018

ipage® Cookies Policy, Terms and Agreement, and Privacy Policy

Agreement Between User and Ingram Book Group LLC. ("Ingram")

Read this AGREEMENT carefully before using this service and the associated content. This Web site is offered to the USER conditioned on acceptance by the USER without modification of the terms, conditions, and notices contained herein. It is accessible through the use of a USER ID and PASSWORD assigned and/or controlled by the administrator of the USER. ipage® contains pricing, ordering, shipping, and other account information that is confidential about your business/institution.

Your business/institution acknowledges and agrees that it is responsible for protecting and safeguarding USER IDs and PASSWORDS, and you agree to maintain confidentiality of that information. In addition, should any of your employees with access to ipage® leave your business/institution, you will be responsible for changing any PASSWORDS if you believe such a step is warranted. Ingram is not responsible for any liability arising from any unauthorized use of this service (including without limitation from your business'/institution`s or from any USER`s failure to safeguard a PASSWORD from unauthorized use). Your PASSWORD and acceptance of these Terms and Conditions provides the USERS with authorization to enter only your business'/institution`s account on ipage®, and you may not use the PASSWORD to gain access to any other accounts.

This Web site is controlled and operated by Ingram from its offices in the United States. Ingram makes no representation that materials in this Web site or the products are appropriate or available for use in all locations. Access to them from countries or territories where content is illegal is prohibited. Those who access ipage® are responsible for compliance with all applicable laws.

By accessing and using this Web site, the USER is deemed to have agreed to all such terms, conditions, and notices (the "AGREEMENT").

OUR PRIVACY POLICY SUMMARY

By visiting and using this website to establish an account, provide us any personal information, respond to our e-mails, request additional information from us, contact customer support, purchase products or request other services or assistance from us (the "Services"), you consent to the collection, use, storage, and sharing of Your personal data as described in our full Privacy Policy which can be accessed below. Capitalized terms used herein shall have the definitions given to such terms in the full Privacy Policy.

IF YOU DO NOT AGREE TO OUR PRIVACY POLICY, DO NOT USE THIS WEBSITE.

Ingram Content Group acts as a data controller for the personal information we process on our own behalf, and as a data processor for personal information we process based on the instructions of You or another third party who provides us personal information.

We primarily process your data from and within the United States. However, this policy will control even where We process your data outside the United States.

We collect information from you when you request any information from us or register on our website. We will then ask you to provide basic contact information including your name, address, phone number, e-mail address, and telephone number.

Additional information we collect from you:

- Your billing or other credit information when you purchase products or services, including billing address and shipping address.
- Our website uses cookies, web beacons, and other common technologies to keep track of your interactions with the website. When we use cookies, web beacons or other common technologies, we use session cookies (that last until you close your browser) or persistent cookies (that last until you or your browser delete them).
- Your device and networks, including location data.

For more information about how we collect information or our collection practices, please e-mail: privacy@ingramcontent.com.

How we may use information collected from you:

- we may use information to provide you with the Services you request.
- we may use information to provide you with additional information about our affiliated companies, and/ or partners' services, promotions, and events.
- we may use information to improve our website functionality and/or Services.
- we may use information to share with third-party advertising networks to help improve the delivery of ads or content most relevant, interesting and personal to you on websites and apps.
- we may use information to share with third party companies who provide services you request on our behalf; and customer service related help and assistance when you call in to our toll-free number, send us an e-mail, or use our chat capabilities.
- we may use information to share with third-party web analytics services (such as Google Analytics) on our Services to collect and analyze usage information through cookies and similar tools; engage in auditing, research, or reporting; assist with fraud prevention; and provide certain features to you.
- we may use information to provide recommendations or advertising for products and services that may be of interest to you.
- we may use information to prevent, investigate and deal with fraud, violation of intellectual property rights and other laws, and unauthorized access or use of the website or Services or, your account.
- we may use information as otherwise reasonable and appropriate to the legitimate business needs of our other products or services.

Your Rights

- You may contact us to review, correct, update or request deletion of personal information about you at privacy@ingramcontent.com.
- Where appropriate, we provide you with the ability to opt-out of receiving our marketing emails by following the "unsubscribe" instructions included in those emails. However, you will still receive transactional information regarding Services that you use as a result of being a customer.
- You may turn off cookies in your browser.

Retention of your Personal Information

We may retain your personal information for a period of time, the length of which will depend on the purpose for which we originally collected the information, the instructions of a controller when we act as a processor, and/or our requirements to comply with applicable laws.

Reviewing, modifying and deleting your information

iPAGE

You may request to review, correct, update, or delete the personal information that you have previously provided to us through our website and/or Services. If you have registered for an account with Ingram Content Group, you may generally update your user settings, profile, organization's settings or event registration by logging into the applicable website or Service with your username and password.

To update your billing information or discontinue your account, please contact your account representative or the customer service team for the applicable Service.

For other requests to review, modify or delete your personal data, please review the "How to Contact Us" section below. Requests to access, modify, or delete your information will be addressed within a reasonable timeframe.

How to Contact Us:

Questions regarding this Privacy Policy or our privacy practices should be directed to privacy@ingramcontent.com or by mail:

Ingram Content Group
Attn: Legal Department/ Privacy
1 Ingram Blvd.
LaVergne, TN. 37086

Cookies Policy

We use and allow certain other companies to use certain tracking technologies including cookies, web beacons, and other similar technologies on our website to provide You information and/ or services, including, without limitation, www.ingramcontent.com and www.ingramspark.com; any of our owned web retail stores; other products controlled, owned or licensed by Us; and any other products or services that include a link to this Cookie Notice (collectively, the "Products").

Any reference to "We" or "Us" includes, as applicable, the Ingram Content Group entity now in existence or hereafter created or acquired who provides You the Service or information from within a website that includes a link to the Privacy Policy. Ingram Content Group may include, without limitation, Ingram Content Group LLC, Ingram Book Group LLC, Ingram Fulfillment Services LLC, Ingram Publisher Services LLC, Book Network Int'l Limited, Ingram Library Services LLC, Tennessee Book Company LLC, Lightning Source LLC, Lightning Source UK Ltd., Lightning Source Australia Pty Limited.

This Cookie Notice explains what Cookies are, why We use them, and your rights to control our use of them. It is a part of, and should be read in conjunction with, our Privacy Policy. Please read our Privacy Policy below for more information about our privacy practices.

What are Cookies?

Cookies are text files that contain information and are downloaded to your computer or mobile device when You visit a website. They are useful because they allow websites to recognize a user's device. They are then returned to the original website on each subsequent visit or to any other website that recognizes them. For more information about cookies, You can visit www.allaboutcookies.org.

The term "Cookies" is used in this Cookie Policy to include all similar techniques and technology, including web beacons and log files. A web beacon is a small graphic image or other web programming code (also known as "clear GIFs" or "pixel tags") that may be included in our web pages and messages.

Types of Information We Collect

Cookies help Us learn how our Products are used and to improve the Products. Examples of the types of information that We collect through Cookies include:

- The number of website visitors and website views, the pages of Products viewed, the clicks made on the Products, and the total duration of navigation on the Products;
- The name of the page that referred You to our website;
- Whether this is your first time visiting our website;
- Your viewing preferences (e.g. layout, sizing preferences, language etc.);
- Your city and country; and
- the type of browser used and your IP address, so that We can identify You during your future visits.

How We Use Cookies

Examples of ways We use Cookies include:

- To track usage of the Products;
- To control the display of ads, including interest-based ads;
- To determine if You opened our emails;
- To customize elements of the promotional layout and/or content of the pages of our website; and
- To personalize information.

We (or third-party service providers on our behalf) may also use Cookies to collect aggregate information about Products on an anonymous basis. We may share such anonymous information with our business partners, advertisers and other third parties for any business purpose.

Types of Cookies We Use on Our Products

We use first party and third-party Cookies for several reasons. Some Cookies are required for technical reasons in order for our Products to operate, and We refer to these as "essential" or "strictly necessary" Cookies. Other Cookies enable Us to track and target the interests of our users and to enhance the experience on our Products. Third parties also serve Cookies through our Products for advertising, analytics and other purposes. The specific types of first and third-party Cookies served through our Products and the functions they perform are described in more detail below.

First-party Cookies

These Cookies are created by ICG. They allow You to browse our Products and use their features.

Essential Cookies: These Cookies are strictly necessary to allow You to move around the Products and use their features. Without these Cookies, We cannot enable the Products to function on your device. Therefore, these Cookies cannot be disabled.

Functional Cookies: These Cookies allow us to remember choices You make on our Products (such as your preferred language or the region You are in). To refuse these Cookies, please follow the instructions below under the section Cookie Management. Note that by disabling functional Cookies, You may not be able to use some of our features or those features may not function properly.

Embedded Scripts. An embedded script is programming code that is designed to collect information about your interactions with the Products, such as the links You click on. The code is temporarily downloaded onto your computer or other device, is active only while You are connected to the Products, and is deactivated or deleted thereafter.

Analytics Cookies: We use Cookies and other identifiers to see how You use our Products in order to enhance their performance and develop them according to the preferences of our customers and visitors. For example, Cookies may be used to maintain a consistency across our Products, determine how visitors use our Products, track errors, and measure the effectiveness of our promotional campaigns. To refuse these Cookies, see the section Cookie Management.

Third-Party Cookies

iPAGE

Some of our third-party partners (including advertisers and marketing services companies) may set and access Cookies on your device as well, or We may do so on their behalf. We do not have control over how these third parties use such Cookies or the information derived therefrom, and this Cookies Policy does not cover any use of information that such third parties may collect from You or the methods used by the third parties to collect that information. These types of Cookies include:

Advertising Cookies: These Cookies, defined exclusively by third parties, collect several types of data about your browsing habits, as well as your preferences for products and services. This information allows Us to serve You relevant advertisements on our Products. To refuse these Cookies, please follow the instructions below under the section Cookie Management. Some advertisements may also contain an icon that You may click on to find out more about how to manage your advertising preferences.

Third-Party Functional Cookies: These Cookies are defined by third parties who support our Products and allow You to use useful services and features. To refuse these Cookies, please follow the instructions below under the section Cookie Management.

Duration of storage of Cookies on your device

We use both “session Cookies” (which expire once You close your web browser) and “persistent Cookies” (which stay on your computer until You delete them).

Cookie Management

Analytics

To learn about Google Analytics’ currently available opt-outs for the Web, please visit <https://support.google.com/analytics/answer/181881?hl=en>.

Disabling Advertising Cookies

Some advertising service providers may be members of the Network Advertising Initiative, which offers a single location to opt out of ad targeting from member companies. If You opt-out of receiving targeted ads in this manner, You will continue to receive advertising messages after You opt-out, but they will not be tailored based on your usage of the Products or third-party websites. If You would like to learn information about how advertisers’ use of tracking technologies and your options, visit <http://www.networkadvertising.org>. To learn more about how interest-based information is collected, whether the companies we use are part of an industry network regarding behavioral advertising and to know your choices, visit <http://www.aboutads.info>. The collection of information via certain ads served to users in Canada may be managed by visiting youradchoices.ca.

Keep in mind an opt-out is Cookie-based and only affects the specific device and browser on which the opt-out is applied.

Using Browser Settings

You can disable and/or delete most types of Cookies through your browser settings. If You use your browser settings to block all Cookies, You may not be able to access parts of our or others’ Products. For information about how to modify the Cookies settings on some popular browsers please see the following:

Apple Safari <http://support.apple.com/kb/PH5042>

Google Chrome https://support.google.com/chrome/bin/answer.py?hl=en&answer=95647&p=cpn_cookies

Microsoft Internet Explorer <http://windows.microsoft.com/en-US/windows7/How-to-manage-cookies-in-Internet-Explorer-9> or <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>

Mozilla Firefox <http://support.mozilla.org/en-US/kb/Cookies>

Changes to the Cookies Notice

We may revise this Notice from time to time. Changes made will be reflected on this page. Please re-visit this Cookie Notice regularly to stay informed about our use of Cookies. If You have any questions, please contact Us as set forth below.

Contact Us

iPAGE

If You have questions about the use of Cookies on our Products, please contact privacy@ingramcontent.com.

Use of ipage®

USER represents and warrants that he or she is at least 18 years of age and possesses the legal right and ability to enter into this AGREEMENT and to use this Web site in accordance with all terms and conditions herein. USER agrees to be financially responsible for all use of this Web site (as well as for use of USER`s account by others). USER agrees not to assign, transfer, or sublicense USER`s rights pursuant to this AGREEMENT. USER may not allow other members of USER`s household or business to use this Web site under USER`s name or account. USER hereby agrees to pay all charges that they incur and to be responsible for all other aspects of their usage.

The purpose of this Web site is solely to permit USER to transact business with Ingram and its affiliated companies and for no other purposes. Without limitation, USER shall not make any speculative, false, or fraudulent transaction or any transaction in anticipation of demand. USER agrees that any use of this Web site shall be used only to make legitimate use or purchases for USER, or for another person for whom USER is legally authorized to act. USER agrees to abide by the terms or conditions of purchase imposed by Ingram including, but not limited to, payment of all amounts when due and compliance with all rules regarding availability of products or services. USER shall be completely responsible for all charges, fees, duties, taxes, and assessments arising out of the use of this Web site while USER`s PASSWORD is used. Any information provided in ipage® in no way alters, modifies, or supersedes any other agreement between your business and Ingram or its affiliated companies. This Web site is for the USER`s commercial use. USER may not modify, publish, license, create derivative works from, transfer, or sell any information, software, or services obtained from this Web site. USER may copy, distribute, transmit, display, and reproduce information from this Web site for internal business purposes only. USER shall not download any file that the USER knows, or reasonably should know, cannot be legally distributed via this Web site.

Public Libraries will not allow, and will prohibit, on-site patron access and remote patron access. Academic Libraries will not allow, and will prohibit, on-site patron/student access and remote patron/student access.

Copyright and Trademark Notices

All contents of this Web site are: Copyright © 2018 Ingram Book Group LLC and/or its suppliers, One Ingram Blvd, LaVergne, Tennessee 37086-3629, U.S.A. All rights reserved. Product and manufacturer names and logos are manufacturer trademarks.

Some of the reviews posted on ipage® are sourced from and copyrighted, owned, and published by the Owners listed below. The reviews posted are used with permission of the Owners. No use of the reviews or other information listed can be made other than as set forth in this TERMS AND AGREEMENT without the express written consent of the Owner. Additional Notices from the Owners are listed below the Review Table.

Review Table

Owner	Review
American Library Association	Booklist Reviews, Choice Reviews
BlueInk Review	BlueInk Reviews
Kirkus Media LLC	Kirkus Reviews
Media Source, Inc.	The Horn Book Guide, The Horn Book Magazine, Library Journal, School Library Journal
PWxyz LLC	Publishers Weekly
E. L. Kurdyla Publishing LLC	Voice of Youth Advocates (VOYA) Reviews
The John Hopkins University Press	Bulletin of the Center for Children's Books Reviews (BCCB)

Choice Reviews Notice:

Choice Reviews are copyrighted, owned, and published by the American Library Association. CHOICE REVIEWS MAY ONLY BE COPIED ONE TIME FOR PERSONAL USE. Choice Reviews are reprinted with permission of the American Library Association. NO use of the reviews can be made other than as set forth in as set forth in this TERMS AND AGREEMENT or without the express written consent of the owner of the copyrighted material.

Accelerated Reader Notice:

Accelerated Reader, AR, and the Accelerated Reader logo are trademarks of Renaissance Learning, Inc., and its subsidiaries, registered, common law, or pending registration in the United States and other countries. Used under license.

Liability Disclaimer

THE INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES PUBLISHED ON THIS WEB SITE MAY INCLUDE INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN. INGRAM AND/OR ITS SUPPLIERS MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THIS WEB SITE AT ANY TIME. INGRAM AND/OR ITS SUPPLIERS MAKE NO REPRESENTATIONS ABOUT THE SUITABILITY OF THE INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES CONTAINED ON THIS WEB SITE FOR ANY PURPOSE. ALL SUCH INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. INGRAM AND/OR ITS SUPPLIERS HEREBY DISCLAIM ALL WARRANTIES AND CONDITIONS WITH REGARD TO THIS INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES, INCLUDING ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NONINFRINGEMENT. IN NO EVENT SHALL INGRAM, ITS AFFILIATES, SUBSIDIARIES, AND/OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OF THIS WEB SITE OR WITH THE DELAY OR INABILITY TO USE THIS WEB SITE, OR FOR ANY INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES OBTAINED THROUGH THIS WEB SITE, OR OTHERWISE ARISING OUT OF THE USE OF THIS WEB SITE, WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, EVEN IF INGRAM AND/OR ANY OF ITS SUPPLIERS HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES. BECAUSE SOME STATES/JURISDICTIONS HAVE LIMITATIONS ON THE APPLICABILITY OF DISCLAIMERS OR DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

Discounts

Rates and prices are not verified as accurate, and actual rates and prices may vary. The information supplied by this application is believed to be accurate, but Ingram and/or its suppliers do not warrant or guarantee such accuracy. Ingram and/or its suppliers do not authorize the use of this information for any other purposes, except for business use, and prohibit the resale, redistribution, and use of this information for commercial purposes.

Use of Bulletin Board, Chat Rooms, and Other Communications Forums` Email

To the extent that this Web site contains bulletin boards, chat rooms, or other message or communication facilities ("forums"), the USER agrees to use such forums` email only to send and receive messages and material that are proper and related to the particular forum. By way of example, and not as a limitation, the USER agrees that when using a forum, the USER shall not:

- Defame, abuse, harass, stalk, threaten, or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, distribute, or disseminate any defamatory, infringing, obscene, indecent, or unlawful material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless the USER owns or controls the rights thereto or has received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another`s computer.
- Delete any author attributions, legal notices, or proprietary designations or labels in any file that is uploaded.
- Falsify the origin or source of software or other material contained in a file that is uploaded.
- Advertise or offer to sell any goods or services, or engage in unauthorized surveys, contests, chain letters, or for any commercial purpose.
- Download any file that the USER knows, or reasonably should know, cannot be legally distributed via this Web site.

iPAGE

Ingram reserves the right for any reason to remove without notice any contents of this Web site received from USERS, including without limitation, bulletin board postings. Ingram reserves the right to deny in its sole discretion any USER access to this Web site or any portion thereof without notice. Ingram reserves the right to edit any notices or postings for clarity and length.

The USER acknowledges that chats, conferences, bulletin boards, and any other such communications forums hosted by this Web site are public and not private communications. The USER assumes sole risk and responsibility for any information provided by the USER on public areas of this Web site. Further, the USER acknowledges that chats, postings, conferences, and other communications by other users are not endorsed by Ingram, and such communications shall not be considered reviewed, screened, or approved by Ingram.

Links to Third Parties' Web Sites

This Web site may contain links and pointers to Internet sites maintained by third parties. Ingram does not operate or control in any respect any information concerning the products or services on such third party sites. Third party links and pointers are included solely for the convenience of users, and do not constitute any endorsement by Ingram and/or its suppliers. USER assumes sole responsibility for use of third party links and pointers. Ingram does not control the use of any information, including personally-identifying information, that occurs during the use of third party links and pointers by USER. Ingram makes no representations about the Privacy Policies or Terms and Conditions of third party links and pointers.

Software Available on This Web Site

Any software that is made available to download from this Web site ("Software") is the copyrighted work of Ingram and/or its suppliers. Use of the Software is governed by the terms of the end user license AGREEMENT, if any, which accompanies or is included with the Software ("License AGREEMENT").

For any Software not accompanied by a license AGREEMENT, the following shall constitute the License AGREEMENT: Ingram hereby grants to the USER a personal, nontransferable license to use the Software for viewing and otherwise using this Web site in accordance with these terms and conditions, and for no other purpose.

Please note that all Software, including without limitation all HTML code, Java Applets, and Active X controls contained in this Web site, is owned or licensed by Ingram and/or its suppliers, and is protected by copyright laws and international treaty provisions. Any reproduction or redistribution of the Software is expressly prohibited by law, and may result in severe civil and criminal penalties.

WITHOUT LIMITING THE FOREGOING, COPYING OR REPRODUCTION OF THE SOFTWARE TO ANY OTHER SERVER OR LOCATION FOR FURTHER REPRODUCTION OR REDISTRIBUTION IS EXPRESSLY PROHIBITED. THE SOFTWARE IS WARRANTED, IF AT ALL, ONLY ACCORDING TO THE TERMS OF THE LICENSE AGREEMENT. EXCEPT AS WARRANTED IN THE LICENSE AGREEMENT, INGRAM HEREBY DISCLAIMS ALL WARRANTIES AND CONDITIONS WITH REGARD TO THE SOFTWARE, INCLUDING ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NONINFRINGEMENT.

RESTRICTED RIGHTS LEGEND. Any Software which is downloaded from this Web site for or on behalf of the United States of America, its agencies, and/or instrumentalities ("U.S. Government"), is provided with Restricted Rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c)(1) and (2) of the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19, as applicable. Manufacturer is Ingram Book Group Inc., One Ingram Blvd, La Vergne, TN 37086-3629.

Marketing Materials Distribution Services

Ingram shall allow USERS to provide certain materials for use in marketing and selling books ("Content"). Content shall be available to librarian and retail sellers that are USERS for the purposes of marketing and selling book product. Content shall be used in Ingram's Marketing Materials Distribution Services ("Services").

USERS that provide Content shall be solely responsible for the Content provided to Ingram for the Services. USERS that provide Content affirm, represent, and warrant that they have the necessary licenses, rights, consents and permissions to provide the Content they submit to Ingram and that they license all trademark, copyright, or other proprietary rights in and to such Content for use through the Services pursuant to these Terms and Agreement. By submitting Content to Ingram,

iPAGE

USERS hereby grant Ingram a worldwide, non-exclusive, royalty-free, sublicensable, perpetual and transferable license to use, reproduce, and display the Content in connection with marketing and selling book product including but not limited to use of the Content in newsletters, book groups, websites and other communications. USERS further agree that Content provided to Ingram for the Services shall not contain any third party copyrighted and trademarked material or material that is subject to other third party proprietary rights unless USERS have lawful permission from the rightful owner or are otherwise legally entitled to use the Content for the Services and grant the licenses hereunder.

USERS of the Content are granted a worldwide, non-exclusive, royalty-free, and perpetual license to use the Content for the purposes of marketing and selling book product including but not limited to use of the Content in newsletters, book groups, websites and other communications. All other uses are prohibited. USERS shall not copy, reproduce, distribute, transmit, broadcast, display, sell or license or otherwise exploit the Content except for the purposes of marketing and selling book product.

Content provided through the Services is "AS IS". Ingram has no control over and assumes no liability for the Content and Ingram reserves the right to remove Content for use in the Services in its sole discretion for any reason. By utilizing these Services, USERS expressly indemnify and hold harmless Ingram from any liability, claims, damages, losses, costs or expenses arising from use of the Services or the Content.

Use of Information

The name, address, and payment information (if applicable) that the USER provides via this Web site, together with information regarding the manner in which the USER uses this Web site, will be processed and shared by Ingram as permitted by these terms and conditions, **which permits Ingram to disclose all information provided by the USER to Ingram's affiliated and subsidiary companies**. By being a user of this Web site, the USER agrees that Ingram may share with other parties aggregate information, individual information, and locator information gathered by Ingram in the course of the USER's continuing individual use of this Web site. "Aggregate information" is information that describes the habits, usage patterns, and/or demographics of users as a group, but does not describe or reveal the identity of any particular user. "Individual information" is information about a user that is presented in a form distinguishable from information relating to other users, but not in a form that personally identifies any user or enables the recipient to communicate directly with any user. "Locator information" consists of a user's name, email address, physical address, and/or other data about the user that enables the recipient to personally identify the user. **Information made available by the USER may also be shared with third parties to provide the applicable services to the USER.** Any USER who does not wish to receive any special offers or communications from Ingram on behalf of suppliers, or directly from Ingram or its affiliates, may so notify Ingram at the email address listed below under SERVICE CONTACT. (Note that a user's election not to receive such information will not affect the user's receipt of offers and communications that were processed prior to the user's election.) Users may contact Ingram to determine whether such information has been accurately recorded and, if not, to request correction of any inaccuracies in the information recorded by Ingram.

Cookies

This Web site employs "cookies" to speed navigation of the site, recognize each USER and his or her access privileges, and track a USER Web site usage. This Web site uses cookies so that it may customize the site for your use. A cookie is a series of data characters that, when programmed into a site, is placed by the web server into the browser's application folder on your computer and will allow this Web site to associate you with your information. Most Internet browsers are initially set to accept cookies. A USER can set his or her browser to refuse cookies, but the USER may not be able to use all functions within this Web site if cookies are disabled. Certain applications on this Web site require cookies to function correctly, such as the shopping cart and buyback quotes. The cookies do not have the capability of infiltrating a USER hard drive or gathering a USER personal and confidential business information. By using this Web site the USER consents to the use of tracking technologies as described above.

Google Analytics

This Web site uses Google Analytics, a web analytics service provided by Google, Inc. ("Google") to help us improve our site. Google Analytics uses cookies which are persistent in nature to help analyze how users navigate this Site.

The table below explains the Google Analytics cookies we use and why we use them.

Cookie Source	Cookie Name	Function	Expiry Date
Google Analytics	_utmt _utma _utmb _utmc _utmz	These cookies belong to third parties and are used to collect information on how visitors use this site. Collected information is used to compile reports and to help improving the site. The cookies collect information in an anonym way, including (i) the number of visitors to the site, (ii) where visitors have come to this site from and (iii) the pages of this site they visited. Click here for an overview of privacy at Google.	_utmt expires 10 minutes after your visit _utma: 2 years from the date that it was set _utmb: 30 mins from the date that it was set _utmc: end of session/close of browser _utmz: 6 months from the date that it was set

Google Analytics cookies do not contain any information that personally identifies you. To opt out of being tracked by Google Analytics visit <http://tools.google.com/dlpage/gaoptout>.

Indemnity

To the extent allowed by law, as a condition of use of this Web site, the USER agrees to indemnify Ingram, its affiliates, subsidiaries, and its suppliers from and against any and all liabilities, expenses (including attorneys' fees), and damages arising out of claims resulting from USER's use of this Web site, including without limitation any claims alleging facts that if true, would constitute a breach by USER of these terms and conditions.

COPYRIGHT INFRINGEMENT NOTICE

If you believe that your work has been copied in a way that constitutes copyright infringement, or your intellectual property rights have been otherwise violated, please follow our below Claims of Copyright Infringement Process and Requirements.

Claims of Copyright Infringement Process and Requirements

Submit your complaint using this [form](#) or with the below required information to copyrightagent@ingramcontent.com and we will respond based on your allegation.

In order to evaluate your allegation, the following information is required:

- A physical signature of the person authorized to act on behalf of the owner of the copyright interest;
- A description of the copyrighted work that you claim has been infringed upon;
- A description of where the material that you claim is infringing is located on the site;
- Your address, telephone number, and e-mail address;
- A statement by you that you have a good-faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- A statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

Our Copyright Agent for notice of claims of copyright infringement on its site can be reached as follows:

Ingram Book Group LLC.

iPAGE

One Ingram Blvd.
LaVergne, TN. 37086
ATTN: Copyright Agent
copyrightagent@ingramcontent.com

Please note that this procedure is exclusively for notifying us that your copyrighted material has been infringed.

Service Contact

Contact customerservice@ingrambook.com with questions about functionality with this Web site.

Modification of These Terms and Conditions

Ingram reserves the right to change this AGREEMENT at any time by revising the terms and conditions herein. USER is responsible for regularly reviewing these terms and conditions. (This AGREEMENT will be provided for your review from a link off the main ipage site.) Continued use of this Web site following any such changes shall constitute the User's acceptance of such changes.

General

Ingram reserves the right to make any and all changes to this Web site at its sole discretion without notice to the USER. Ingram reserves the right to deny access to this Web site to anyone at anytime.

This AGREEMENT shall be deemed to include all other notices, policies, disclaimers, and other terms contained in this Web site; provided, however, that in the event of a conflict between such other terms and the terms of this AGREEMENT, the terms of this AGREEMENT shall control.

This AGREEMENT is governed by the laws of the State of Tennessee, U.S.A. USER consents to the exclusive jurisdiction and venue of courts in Davidson County, Tennessee, U.S.A. in all disputes arising out of or relating to the use of this Web site. Use of this Web site is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, excepting limitations in the Liability Disclaimer, including without limitation this paragraph.

USER acknowledges that no joint venture, partnership, employment, or agency relationship exists between the USER and Ingram as a result of this AGREEMENT or use of this Web site. USER agrees not to hold himself or herself out as a representative, agent, or employee of Ingram, and Ingram shall not be liable for any representation, act, or omission of the USER.

If any part of this AGREEMENT is determined to be invalid or unenforceable pursuant to applicable law, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the AGREEMENT shall continue in effect.

This AGREEMENT constitutes the entire agreement between the USER and Ingram with respect to this Web site and it supersedes all prior agreements. A printed version of this AGREEMENT and of any notice given in electronic form will be admissible in judicial or administrative proceedings based upon or relating to this AGREEMENT to the same extent and subject to the same conditions as other business documents and records.

FULL PRIVACY POLICY

We are committed to protecting the privacy of individuals who visit this website and/ or individuals who register to use or request our Services. This Privacy Policy describes our privacy practices in relation to the use of our websites and the related applications, services, and programs offered by Us (collectively, the "Services"), and in relation to individuals' choices regarding use, access and correction of personal information. "You" means the person who accesses and uses this website, and includes the legal entity You represent in using this website on their behalf or as part of your employment.

Any reference to "We" or "Us" includes, as applicable, the Ingram Content Group entity now in existence or hereafter created or acquired who provides You the Service or information from within a website that includes a link to this Privacy Policy. Ingram Content Group may include, without limitation, Ingram Content Group LLC, Ingram Book Group LLC, Ingram Fulfillment Services LLC, Ingram Publisher Services LLC, Book Network Int'l Limited, Ingram Library Services LLC, Tennessee Book Company LLC, Lightning Source LLC, Lightning Source UK Ltd., Lightning Source Australia Pty Limited.

iPAGE

The name, address, e-mail, and any payment information provided by You to us, together with information regarding the manner of use via this website, will be processed by Us, and other third-party service providers as permitted by this Privacy Policy or as otherwise permitted by law or regulation.

By using this website, You agree that We may share with third parties Aggregate Information, individual information, and locator information gathered by this website in the course of your use of the website. "Aggregate Information" is information which describes the habits, usage patterns, and/or demographics of users as a group, but does not describe or reveal the actual identity of any particular user.

Transfer of your personal information from the EEA

Given that the internet is a global environment, using the internet to collect and process personal information involves the transmission of data on an international basis. The use of this website resulting in the transfer of personal information from the European Economic Area (EEA) or Switzerland to non-EEA countries is in accordance with this Privacy Policy and your continued use of our Services. Therefore, by using this website or any Service, You agree to the transfer, storage or use of your personal information outside your country of residence to any country (including without limitation the United States, Canada, the United Kingdom, or Australia) where We have facilities or We engage third parties (such as payment processors, cloud service providers, or other IT providers and other companies that provide services as We request). You understand that the countries to which We may transfer personal information may not have as comprehensive data protection requirements as does your country.

Where Australia's Privacy Act applies to your personal information, You agree that we will not be responsible for a third-party's breach or mishandling of your personal information, and You agree not to seek redress from us.

Disclosure of Personal Information

We disclose your personal information to third parties who provide some of our Services through contractual arrangements or where sharing of personal information is necessary to operate our website, and to our affiliated companies to share their services with You.

For example, We:

- provide your credit card information to the card-issuing bank to confirm payment for products and services purchased on our websites.
- provide your shipping address to the delivery service to deliver products that You ordered.
- share your personal information with third parties performing certain tasks on our behalf, which may include operational or administrative assistance of the website or Services.
- share your personal information with third party companies who provide customer service related help and assistance when You call in to our toll-free number, send Us an e-mail, or use our chat capabilities, limited to that personal information reasonably required to resolve the purpose for which You contacted Us.
- use your information to conduct polls or surveys.

We may also share personal information as otherwise described to You at the point of collection.

Where Required or Permitted By law

We may disclose personal information (i) if it is required by law enforcement or judicial authorities; (ii) if We have a good faith belief that We are required or permitted to do so by law or legal process; or (iii) to protect the rights, reputation, property or safety of Ingram Content Group.

Marketing

We may provide additional information to You via e-mail, including service messages with important information about your account, informative newsletters, special promotions, and other announcements related to the products and Services We offer. You will have the option to manage your subscriptions to these communications or unsubscribe from receiving e-mail messages.

We may share your personal information with third-party advertisers or advertising networks for their advertising, such as Facebook. For example, if You click on an ad, the ad poster will know You visited the page that You clicked on. Also, advertising partners can associate personal data collected by the advertiser directly from You with our cookies and similar technologies. Click [here](#) to learn how to block ads or opt out of ads on Facebook.

Children's Privacy

You must be 18 years of age or older to create an account on this website. We do not knowingly solicit orders or collect personal information from children under the age of 18. If You have reason to believe that any personal information has been submitted to Us by a child under thirteen, contact Us and upon verification of each claim, We will delete that personal information as soon as possible.

Your Device and Location

When You visit or leave this website (including our plugins or cookies or similar technology on third-party websites), We receive the URL of both the website You came from and the one You go to next. We may also gather information about your IP address, proxy server, operating system, web browser and add-ons, device identifier and features, and/or ISP or your mobile carrier.

If You use our Services from a mobile device, that device will send Us data about your location. Most devices allow You to prevent location data from being sent to Us.

Cookies

This website employs "cookies" to speed navigation of the website, recognize each user and the user's access privileges, and track a user's website usage. Please view our Cookies Notice for more information regarding our use of cookies.

Links to Other Sites

This website may contain links to other websites. Please be aware that We are not responsible for the privacy policies and/or practices of such other websites. We encourage You to read the privacy statements of any linked sites as their privacy practices may differ from ours.

Security

We take information security seriously and have taken various measures to keep your personal information secure from unauthorized access or disclosure, whether stored physically or electronically. We work to protect the security of your personal information during transmission by using Secure Sockets Layer (SSL) software, which encrypts personal information You provide Us. We have established administrative, technical, physical, electronic and managerial procedures to help prevent unauthorized access, and use the personal information collected from You in accordance with this Privacy Policy. However, **Ingram Content Group cannot guarantee complete security, as it does not exist on the internet.** It is important for You to also protect yourself against unauthorized access to your password and to your device.

Your Rights and Choices

Where applicable laws provide, You may have certain rights with respect to your personal information as further described in this section. If You would like further information regarding your data subject rights, or You would like to exercise any of these rights, please contact Us as described in the "How to Contact Us" section at the end of this Privacy Policy.

You can tell Us to not contact You with promotional information regarding our Services and those of third parties either at the point information is requested on our website (by checking or un-ticking, as directed, the relevant box) or by following the "unsubscribe" instructions on promotional communications sent to You.

Where applicable, You may request that We:

iPAGE

- provide access to and/or a copy of certain personal information we hold about You.
- prevent the processing of your personal information for direct-marketing purposes (including any direct marketing processing based on profiling).
- update your personal information which is out of date or incorrect.
- (where reasonable), restrict the way that We process and disclose certain of your personal information.
- Provide You your personal information.
- cease processing of your personal information.
- delete certain information which We are holding about You (request that you be forgotten).

In some circumstances, for example if We need to continue processing Your personal information for our legitimate interests or to comply with a legal obligation, we may not be able to grant your requests. An exercise of the right to be forgotten will result in your inability to use the website and/or Service, and will break any linkage between your prior account and your historical engagement data.

Requests & Responses:

- We may request You provide Us with information necessary to confirm your identity before responding to your request. In the case of access and correction requests, please provide as much detail as You can about the particular personal data You seek, in order to help us locate it.
- We will consider all requests and provide our response within the time period stated by applicable law.
- Where We decide not to make a requested correction to your personal data and You disagree, You may ask us to make a note of your requested correction with the personal information we hold.
- In situations where We process your personal information only on behalf of a customer such as a publisher, We will refer your request to the relevant party and cooperate with their handling of the request.

CALIFORNIA PRIVACY RIGHTS: California law permits visitors who are California residents to request once per year certain information regarding our disclosure of personal information to third parties for such third parties' direct marketing purposes. To make such a request, please send an email to privacy@ingramcontent.com or write to us at Ingram Content Group, Attn: Legal Department/Privacy, One Ingram Blvd., LaVergne, TN., 37086.

Change of Control or Sale

We may share your personal information in the event our business or Service is sold, as part of a merger or change in control, or in preparation for these events. Any successor entity will have the right to continue to use your personal information.

Updates to This Policy

If Ingram Content Group changes or updates this Privacy Policy, We will post those changes and updates on this page so You are always aware of what personal information We collect, how We use your personal information, and under what circumstances We disclose it to third parties. Ingram Content Group encourages You to review this Privacy Policy from time to time so You will know if the Privacy Policy has been updated or amended.

How to Contact Us:

Questions regarding Ingram Content Group's Privacy Policy should be directed to privacy@ingramcontent.com:

Or, If You have any legal questions related to this Privacy Policy, We can be reached at legal@ingramcontent.com or by mail to the address below:

Ingram Content Group
Attn: Legal Department

iPAGE

One Ingram Blvd.
LaVergne, TN. 37086

Any rights not expressly granted herein are reserved.
© 2018 Ingram Book Group LLC.