



Adopted 12-13-12

### **Section 1 – Web Site Resources and Links**

- a. All links are selected for inclusion on the Leanna Hicks Public Library’s web site based on the merits of the external web site and its value to the public. Web sites may be chosen for informational or recreational value. Every effort is made to choose the best web sites and to reflect a broad diversity. The selection of links is not comprehensive, although it does offer significant depth of coverage in areas of specialization or particular local interest.
- b. Selection of all resources shall be the responsibility of the library director who operates within the framework of policies determined by the Library Board. The Library selects electronic resources in accordance with the principles and practices of collection development.

### **Section 2 – Selection of Electronic Resources**

- a. The Library selects and organizes electronic resources to facilitate customers in making choices about the resources that are appropriate for them.
- b. Any person who objects to the presence or absence of an electronic resource should notify the library director. The library director will review any and all complaints or challenges made regarding electronic resources. The complainant will be notified of the director’s decision regarding the complaint or challenge to an electronic resource. If the complainant disagrees with the director’s decision then the complainant may appeal to the Library Board. The decision of the Library Board is final.
- c. Because of the rapidly changing nature of the Internet, the Library cannot ensure the current content of any previously selected site.

### **Section 3 – Reciprocal Linking**

- a. Links to the Library’s web site from other compatible organizations’ web sites are encouraged as long as the Leanna Hicks Public Library is credited as the content provider.
- b. The Leanna Hicks Public Library does not offer reciprocal linking, but will consider any external web sites suggested as possible external links.

### **Section 4 – Advertising and Copyright Permissions**

- a. Only advertisements promoting the Library and Friends of the Library events will be posted on the web site. Vendor logos included as part of software licensing agreements are exempt.

- b.** The Library shall secure all appropriate copyright permissions before posting images on its web site. The library director shall serve as the designated agent of the Library to resolve any infringement complaints.

**Section 5 – Confidentiality and Retention and Disposal Schedule**

- a.** The Library’s web site shall be designed for maximum ease of use, browser compatibility and accessibility.
- b.** Information collected via the Library’s web site shall be treated as confidential and shall be deleted as outlined in the Retention and Disposal Schedule Policy.