



# MEMORANDUM

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**DATE:** August 17, 2009  
**TO:** Library Staff  
**FROM:** Nancy Ledeboer, Library Director  
**SUBJECT:** Administrative Guidelines for Website

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## Pima County Public Library Website Guidelines

### Statement of Purpose

The purpose of the library's website is to advance the Library's mission, vision and values through innovative uses of technology and to provide the following:

- Information about library materials, programs and services.
- General library information such as hours, locations and policies.
- Access to online library materials.
- Access to your personal library account.
- Information about and referral to local resources, library-created subject matter and related external links that support the Library's goals.

### Online Materials

- Electronic books, digital downloads and other paid subscription databases are subject to the Collection Development Policy and will meet selection criteria as stated.
- Access to some online materials is restricted to Pima County residents and/or library card holders.
- Access to some online materials may be limited by format, software requirements or computer platform.
- Content of library website is subject to change at any time without notice.

### External Links

- External links support the library's goals and are chosen based on the suitability for the intended audience.

- The inclusion of links to other websites does not imply endorsement of those sites by the Pima County Public Library or Pima County.
- The library is not responsible for the content of or transmissions received from any linked external site or any additional links within those sites.
- The library is not responsible for sites that link to us, nor does the library provide reciprocal links to all websites.
- It is not the intention of the Pima County Public Library to provide a comprehensive or all-inclusive list of links on any topic.
- Library customers are not limited to visiting only those websites whose links are included on the library's website. To find other websites, they may use search engines or ask a librarian for assistance.
- The library evaluates external links based on the following criteria:
  - The authors, sponsors and/or producer of the website are credible and reputable.
  - The content is up-to-date.
  - The content is accurate.
  - The content is objective.
  - The website is well designed.
  - The website is easily accessible.

#### **Responsibility of Website Users**

- The library respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by children under the age of 18. The library is not responsible for a child's use of the library's website or internet.
- It is each user's responsibility to exercise critical judgment in evaluating the validity of information accessed via the internet through the library's website.
- The library cannot protect users from information and images that they might find offensive or disturbing.
- Comments made on the library website are the responsibility of the website users who post the comments, and not of the library. However, the library reserves the right to moderate and/or edit user comments posted on our website

#### **Library Presence on External Websites**

- The library may have accounts on external websites and social networking sites in order to serve a larger audience.
- The library is not responsible for comments and content posted by other users of these sites.