



# BONDURANT COMMUNITY LIBRARY

## WEBSITE POLICY

### Overview

The Bondurant Community Library recognizes that a presence on the World Wide Web is essential for the provision of quality service and easy access for our library users. The Library currently maintains [www.cityofbondurant.com/bondurant-community-library](http://www.cityofbondurant.com/bondurant-community-library).

### Maintenance

The Bondurant Community Library website is maintained by the library staff. The website is updated several times each week or more frequently if needed. All website pages other than the online catalog and interactive calendar and reservation forms include the date of the last update for that page.

### Content

The website includes access to our online catalog and enables cardholders to perform a number of transactions related to library business, such as searching, placing holds, and renewing items. The website also includes program and calendar information, marketing information, meeting room reservation capabilities, policy information, and public notices such as library board agendas and minutes. Contact information is provided, including a capability for website users to communicate directly with library staff via e-mail or telephone.

In addition, the website provides access to a number of databases to which the library subscribes. These sources are chosen in keeping with the Library's *Collection Development Policy* and are selected due to the quality of their content and their solid reputation.

### Retention

Policy updates will be uploaded to the website upon final approval of the policy by the Bondurant Community Library Board of Trustees. Public notices such as library board agendas and minutes will remain uploaded for three months. The library does hold official records of minutes and agendas for public inspection upon request.

## Links

The Library continually adds to the number of sources listed or linked from [www.cityofbondurant.com/bondurant-community-library](http://www.cityofbondurant.com/bondurant-community-library). These links are chosen in keeping with the Library's *Collection Development Policy* and are deemed generally reliable and useful. However, library users are advised that the World Wide Web contains information that may be considered by some to be inaccurate, outdated, or personally offensive. Web pages are added or discontinued daily and are subject to frequent and sometimes dramatic change. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its electronic services or its connections to the Internet.

## Linking Criteria

Due to the vast proliferation of websites and the ease of finding them through common search engines, the Bondurant Community Library must be very selective in adding links to external websites from its public website.

The Bondurant Community Library will consider linking to external websites according to the following criteria:

- Non-commercial, unless they provide content pertinent to the needs of Bondurant Community Library users.
- Complementary to Bondurant Community Library collections, services and programs.
- Consistent with the mission and goals of the Bondurant Community Library.
- In accordance with the Bondurant Community Library *Collection Development Policy*.
- Meet a strong informational need for a large number of Library users.
- The site's content is suitable for intended audiences of different age groups i.e. children, teens, adults and seniors, and does not have any distasteful, offensive, obscene or objectionable content and is considered appropriate by a reasonable user.
- The sites do not charge a fee to access information or services on that page.
- The sites do not collect personally identifiable information from users.

The Bondurant Community Library reserves the right to deny a link request for any reason and without notice. Links are reviewed often and will be removed if they no longer meet the Library's Linking Criteria. The Library encourages users to notify the Library if a web page link from our site is no longer operational.

### **Linking Reciprocity**

The Bondurant Community Library does not require that reciprocal links be established by a requesting entity. However, Internet etiquette encourages such reciprocal linking.

### **Use of Photographs/Videos and Names**

Our website is enhanced by the inclusion of photos and video. The Library has a *Photography and Video* policy and a *Photograph and Video Consent Form* that outline the appropriate permissions for the use of photos and video. Children's names are not used on the Library's website with their accompanying photos or video.

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Revised: 6/1/2022