

Sewickley Public Library Website Policy

Purpose

Sewickley Public Library maintains a Website on the World Wide Web in accordance with its Mission to serve as a center for lifelong learning by providing free access to informational, educational, cultural and recreational library resources that address the interests and needs of the children and adults in the Quaker Valley region.

The Library views the Internet as an information technology with the potential to expand the universe of information available to the community far beyond the reach of the Library's own print and media collections.

External Links

While the Internet offers access to a wealth of information that can be personally, professionally and culturally enriching, Sewickley Public Library cannot control the availability of information links which change rapidly and unpredictably.

The Library does not assume liability or responsibility for the accuracy, completeness, timeliness or usefulness of any external information to which it links.

The fact that the Library has provided a link to an external Website does not constitute an endorsement, authorization, sponsorship or affiliation by the Library to the site, its owners or any products or services mentioned on the site.

Link Selection

Links to external Websites are selected to broaden, enrich and compliment the Library's print and audio-visual collections.

Responsibility for selection of external Website links resides with the librarians and the director. This responsibility is parallel to the librarian's responsibilities for selecting print and audio-visual materials.

External Website content is evaluated according to its credibility, quality and usefulness. The Library may choose not to include a site even if it meets the Library's evaluation criteria. To be selected, Websites must meet the following criteria:

- The primary intent of the site is to educate or inform.

- The site's owner or sponsor is easily identifiable, and contact information is provided.
- The site does not charge for access.

Links are periodically reviewed for access, design and content. If a site no longer meets the selection criteria or is inactive or out-of-date, it may be removed.

The Library has the right to remove material from its Website and to block access to external Website content.

Website Use / Legal Disclaimer

Patron's use of the Library's Website is solely at their own risk. The Library shall not be liable to patrons for any damages as a result of their own use of the Library's Website.

Patrons may not use the Library's Website to perform any activity which is directly or indirectly unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful or racially or ethnically objectionable.

Patrons may not use the Library's Website to engage in commercial activities, including but not limited to offering for sale any products or services, soliciting for advertisers, or selling or granting public access to any information offered on this site.

Copyright

All text, graphics and logos created by the Library and posted on its Website are property of the Library and protected by the copyright law of the United States.

The materials on the Library's Website may be viewed, copied or printed provided that it is used for personal, non-commercial purposes. Use of materials on the Website for any other purpose, without written permission of the Library, is strictly prohibited.

When using library-created materials copied or printed from the Library's Website, a patron must include a copyright notice.

When connected to external Websites, patrons are responsible for determining the copyright of that site's text and graphics, for obtaining permission to use them, and for paying any associated fees.

Privacy

The Library will not sell, lease or otherwise distribute or disclose a library patron's name, postal address, e-mail address, telephone number or other personal information for non-library purposes or to outside parties unless required by law.

E-mail messages that patrons send to staff via the Library's Website may be stored or forwarded to other staff for their response. E-mails sent to Library staff are confidential and shall be disclosed only when required by law.

E-mail messages are not totally secure, therefore patrons should not e-mail information that is considered highly sensitive.

The Library is not responsible for the privacy practices or lack of privacy practices of sites to which it creates external links.

Patron Information

The Library is not liable under the Children's Online Privacy Protection Act of 1998 (COPPA) for the information collected from children by commercial Websites while the children are using that access. The librarians have no authority to provide consent for children to access restricted Websites that require verifiable parental consent.

No personal information, including addresses, phone numbers, e-mail addresses, names of family members or friends, shall be posted for either children or adults without parental or individual consent.

Photos of children may not be used without parental or guardian's approval. Photos of adults may not be used without the consent of the individual.

Children's work (art, writing, etc.) may only be posted with approval from a parent or guardian. Adult's work may only be posted with the consent of the individual.

The following are exceptions to the above policies:

- Pictures of crowds at Library events where individuals cannot be easily recognized may be posted.
- If a child or adult wins an award or receives an accolade, and the name and photo appear together in a public forum such as a newspaper article or television, their name and picture may, with their approval, be posted.

Patron Concerns and Suggestions

Concern about the content of any Web page or suggestions for additional content and external links should be directed to the librarians or the Web master.

Suggestions for additional external links will be reviewed by the librarians who will be responsible for making selection decisions.

Just as with print and media materials, patrons may place a request to reconsider the posting of library-created content and external Website links. These requests will be reviewed by the librarians who will be responsible for making the decision to keep or remove the content in question.

Final decisions regarding the posting or not posting of library-created content and external links resides with the Library Director and the Board.

Approved by the
Sewickley Public Library Board of Directors
October 11, 2004