

# Pembroke Public Library

## Web Link Policy

- I. Purpose**
- II. Externally-Linked Site Content**
- III. Responsibility for Externally-Linked Sites**
- IV. Link Requests**
- V. Link Removal**

### I. Purpose

- a. The Pembroke Public Library website links to content and tools that help the Library's community. The sole and limited purpose of the externally-linked sites is to serve the cultural, educational, and informational needs of the community.

### II. Externally-Linked Site Content

- a. Links to external content on web pages hosted by the Pembroke Public Library will be added at the Library's sole discretion. The decision to publish corporate or commercial logos or direct links to vendor sites will be made within the context of the Library's mission and/or strategic objectives.
- b. It is the practice of Pembroke Public Library to limit external links to the following kinds of websites and content:
  - 1. Freely accessible information deemed by staff review to supplement Library holdings, services, programs, exhibitions, and/or events.
  - 2. Federal, state, and local governmental units that provide additional services and information that Library patrons may find of interest.
  - 3. Nonprofit organizations that Library patrons may find of interest.
  - 4. Educational institutions including K-12 school districts, community colleges, and universities.
  - 5. Commercial sites of sponsors or other contributors of resources to Library events or programs.
  - 6. Commercial sites of news media organizations providing coverage of a topic of interest to Library patrons.
  - 7. Commercial sites of vendors with whom the Library has contracted to provide information or services to its patrons.

- c. Hyperlinks may go directly to the most relevant pages, not necessarily to organizational home pages.

### III. Responsibility for Externally-Linked Sites

- a. Externally-linked sites are not under the control of the Pembroke Public Library and the Library is not responsible for the content of any linked site, or any link contained in a linked site, or any changes or updates to such sites. Once a visitor leaves the Library website and browses to an external site, the Library policies no longer apply and visitors will be subject to the new site's policies.
- b. Links from the Pembroke Public Library to other sites, or from other sites to the Library site, do not constitute an endorsement by the Library. These links are for convenience only. It is the responsibility of the user to evaluate the content and usefulness of information obtained from other sites.

### IV. Link Requests

- a. Entities or organizations that wish to establish a link from the Pembroke Public Library site to their website must read and comply with these procedures and provide following information:
  - 1. Name of the organization operating the website.
  - 2. Non-profit status of the organization, if applicable.
  - 3. Name of the person responsible for the website.
  - 4. Email address of the person responsible for the website.
  - 5. Internet address (URL) of the website.
- b. Requests for links from the Library site will not be granted automatically and are not guaranteed for website operators who provide the required information.

### V. Link Removal

- a. The Pembroke Public Library reserves the right to remove links to an external website that otherwise meets these guidelines. This discretion may be exercised if the external website is judged to:
  - 1. No longer reside at the link address.
  - 2. Be less advantageous than other resources discovered.
  - 3. Not provide a navigation method for the visitor to return to the Pembroke Public Library site via a link or use of a browser "Back" button.

4. Contain outdated or incorrect information.
5. Contain misleading or unsubstantiated claims.
6. Contain illegal, libelous, biased, harmful, or defamatory content.

**Approved and Voted by the Trustees January 18, 2022.**