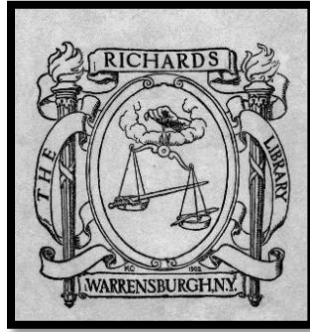# The Richards Library Policies

Web-link Request from the Library's Web Page

The following are rules and regulations of The Board of Trustees of the Richards Library. These are effective 5 May 2020 and will be reviewed biannually.

The Richard Library's web page is a source of information that is useful to the Library's patrons and the chartered communities of Warrensburg and Thurman at-large. Information presented on the web page is reviewed and posted by the Director of the Library at various times throughout the day, week, month and year. At times information is presented to the Library in the form of a request for the Library to post a web-link from the Library's web page to a particular site. Various groups and organizations who make these requests feel that the information provided by this link will address a particular subject that will fill an informational need of the public.

It is the Library's responsibility, by way of a review performed by the Director, to ensure that the information presented, by way of a web-link, is indeed current, factual and does not mislead patrons into a possible illegal activity, monetary "scam", or a needless purchase of unrelated items.

The following guidelines are therefore presented to ensure any and all requests for web-links are thoroughly examined and vetted as true and reliable:

- All requests will be reviewed by the Director by "clicking" on the link;
- The Director will examine the destination web site to ensure that:
    - ❖ The web site is what it is purported to represent by the request;
    - ❖ That the information is true and current by way of additional research;
    - ❖ The site is of a purely informational nature;
    - ❖ The site does not advertise other sites that do not correspond with its original intent or entice users into unnecessary contracts or purchases;
    - ❖ Any other links within the body of the information is associated with additional and related subject matter(s);

- ❖ The information is of interest to the local community and fills a need.
- If the link is found to be safe and passes all of the listed criteria, it will be posted on the Library's web page;
- The link will remain active and reviewed bi-annually to ensure it is still current and correct;
- The link will be removed if the information is not current or is replaced by a more up-to-date link or 1 year has passed;
- Any link request that fails the inspection of the Director will not be added to the Library's web page and the requestor will be told of the reason.

Formatted, Reviewed and Approved 5 May 2020