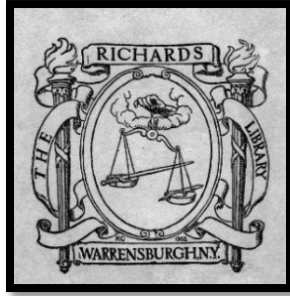


# The Richards Library



## Web-link Request Policy

The following are rules and regulations of The Richards Library Board of Trustees. They will be reviewed every five years or as needed.

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 Library Director as needed. At times information is presented to the Library in the form of a request 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. However, the Library expects our website users to exercise their due diligence when accessing links that lead away from the original page. The Library will not be held responsible for web-links we do not maintain.

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 accessing 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;
  - ❖ 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 every two years 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;
- Any link request that fails the inspection of the Library Director will not be added to the Library's web page.

**Formatted, Reviewed, and Approved by The Richards Library Board of Trustees  
on May 5, 2020.**

**Revised, Reviewed, and Approved on August 5, 2025.**