

Bundaberg Regional Library Service Internet Links Governance Policy

GP-3-062

Rev. No. 1

1.0 INTENT

To define the conditions regarding the selection and inclusion of links to external web sites from the Bundaberg Regional Library Service web site.

2.0 SCOPE

This policy applies to all Library members and visitors, and to owners/operators of external web sites wishing to request that a link to their site be placed on the Bundaberg Regional Library Service's web site.

3.0 POLICY OBJECTIVES

The objective of this policy is:

- a. to ensure that the Bundaberg Regional Library Service web site is not opened up as a community or public forum.

4.0 POLICY

4.1 General information

The Bundaberg Regional Library Service web site is an online source of information for Library and staff patrons. In order to help our users find information resources on the Internet, the web site coordinator selects Internet sites to link to. Selection of these sites follows the criteria set out below.

Selected links to external web sites have been included on Bundaberg Regional Library Service's web site because they are deemed useful in answering patron's questions and in fulfilling patron's information, education, and recreation requirements. These sites are selected to enrich, broaden and complement the print and audiovisual resources available in the Library.

Links to web sites or web pages from the Bundaberg Regional Library Service's pages are not added upon request or recommendation. It is not intended that the listing of links to outside web sites open up the Bundaberg Regional Library Service's web site as a community or public forum. The web site coordinator is responsible for deciding which sites will be linked to from the Library's web site.

Selected links may be removed from Bundaberg Regional Library Service's web site if they change, become unavailable and/or they no longer meet the criteria set out in this policy.

4.1.1

4.2 Criteria

The following specific criteria are used when deciding whether or not to link to external web sites from the Bundaberg Regional Library Service's web page. The criteria listed in sections 4.1 and 4.3 of this policy are also used in conjunction with these specific criteria when deciding whether or not a link to an external web site will be included on the Library's web site.

4.2.1 Currency

- The information contained on the site be as up-to-date as possible or is information of historical value.
- Links within the site and to external sites are maintained.

4.2.2 Content/Design

- Content is appropriate (ie, not be reasonably construed as obscene or offensive).
- Is not illegal or unlawful.
- The focus of the site is on quality content and not aesthetics where it is to the detriment of content.
- Content is deemed to be useful to the information, education, and/or recreation needs of patrons.
- The site is easy to navigate.
- The site does not exist primarily to promote a product, service, or company. (Where a site does promote a product, service, or company, but also includes other substantial information of use, and where there is no other available web page of quality on the same topic, a link to the web site may be included on the Library's web site).

4.2.3 Accessibility

- The site is consistently available.
- The site does not require a fee to access content (this criterion will be waived if a substantial portion of quality content is available without the need to pay a fee).
- The site does not require registration (this criterion will be waived if the site has unique and valuable content).

4.2.4 Authority

- The author or creator is clearly identified.
- The author or creator can be contacted for further information.

4.2.5 Usefulness

- The site is deemed appropriate and useful to meet the information, education, and/or recreation needs of Bundaberg Regional Library Service staff and patrons.

4.3 General information

- The web site coordinator may select a site that does not meet all of the above criteria if the site has unique or valuable content.
- Links to external web sites are not added to the Bundaberg Regional Library Service's web site upon request or recommendation.
- Every effort is made to ensure the links to external web sites work. However, as web sites move, change and disappear over time, occasionally links to external sites may not work. As these sites are under the control of Bundaberg Regional Library Service, Bundaberg Regional Council, or their staff, these organisations/ individuals cannot be responsible for the availability and accessibility of these external web sites, nor for the content displayed on these web sites.
- The Library and related organisations and individuals cannot ensure the availability or accuracy of external sites. Like print materials, not all electronic sources provide accurate, complete, reliable, credible or current information. Library patrons and their parent/guardian (if under 18 years of age) are responsible for assessing the truth, accuracy, etc, of information found on the Internet.
- The external links on the Bundaberg Regional Library Service's web site are checked and updated periodically as time permits. If a patron finds a link that does not work, they should contact the web site coordinator.

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Internet Links Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

GP-3-053 Bundaberg Regional Library Service Code of Conduct Governance Policy

GP-3-066 Bundaberg Regional Library Service Internet Use Governance Policy

GP-3-063 Bundaberg Regional Library Service Wireless Internet Use Governance Policy