

VALATIE FREE LIBRARY WEBSITE POLICY

PURPOSE OF THE WEBSITE

It is the policy/purpose of the Valatie Free Library to provide a website for access to Library information, promotion of Library-sponsored events, and links to databases selected or developed by the Library or licensed by the Mid-Hudson Library System.

INFORMATION THAT IS POSTED TO THE WEBSITE

The Library website provides public and staff access to a variety of educational and information resources in electronic format, and includes links, content, and graphic presentation on a variety of subjects for users of all ages and levels of experience. Because of the dynamic nature of the Web and its interconnectedness on the internet, the Library cannot be held responsible for any unintended consequences of internet use launched from a Library website search or for those that are not approved content of the Library's distinct website.

The Library's website complements and supplements the print and multimedia collections of the institution, and serves a preservation role in the digital collections of the Valatie Free Library and the MidHudson Library System. The information includes, but is not limited to, a catalog of print and multimedia materials owned by the Library, and by other members of the MidHudson Library System, including online databases, electronic books and magazines, and information on Library services and programs, a calendar of Library events, a listing of museum passes and links to other selected Internet websites.

The Library shall provide approved links from its website to other websites to support the Library's goal of providing a wide range of information to the public. Staff Librarians may recommend websites to the Library webmaster for their information and/or education value. Government and non-profit websites may be included. To be selected, websites must meet the following criteria:

- Primary intent of the website is to educate or inform in a Library environment.
- Site's owner or sponsor is easily identifiable, and contact information is provided.
- Third party site does not charge for access or ask patrons to provide their personal information or credentials. (Fundraising exception noted below.)
- Site does not promote a specific religious, political, or social agenda.

LIBRARY FUNDRAISING

To assist in Library fundraising efforts, the website now provides a link to PayPal. Through PayPal, those who wish to make a donation to the Library may do so by use of a credit card or the donor's established PayPal account. For those who would like to take advantage of this easy

way to support the Library, please be advised that personal information must be provided, as with all such online transactions.

Because website content may change or disappear entirely without notice, the Library cannot be held responsible for the content or accuracy of websites not maintained by Library staff. Every effort will be made by Library staff to keep approved links current. Website visitors are encouraged to inform the webmaster if they find a link that no longer functions or that is inconsistent with the above-stated criteria.

Emergency notices shall be posted on the website insofar as possible for closure caused by weather advisories, facility, utility or staffing emergencies. Note that, in the event of any widespread power outage, updates to the website for emergency messaging may be impossible.

Contact information for the Library and a listing of Board and Staff may be provided and are kept current insofar as possible. No personal contact information for either Board members or Staff will be listed on the website.

UPDATING AND MAINTAINING THE WEBSITE

Technical aspects and maintenance of the Valatie Free Library website is the responsibility of the MidHudson Library System Technology Department. For this service the Valatie Free Library is assessed a yearly fee by the System. The content, including information, arrangement, and visuals, are maintained and updated by the Director or a Staff member appointed by the Director; however, the Director is the webmaster and has final authority over website content not specifically requested by the MidHudson Library System.

STANDARDS WHICH MAKE THE WEBSITE ACCESSIBLE TO PEOPLE WITH DISABILITIES

The Valatie Free Library website is managed using Word Press, an open-source, Content Management System, which has many accessibility features built right in. The site has been structured so that it works well for accessibility, but the Library has been advised to add “alt” tags to the images posted to the site, that will describe what is in an image for anyone using a screen reader or other assistive technology or software. These tags will be added for future images.

In the event that any individual needs assistance with accessibility for the website, he or she should contact the Library and appropriate assistance will be given.

August 2019.

Approved by the Valatie Free Library Board on: October 18, 2021.