

Title:	Website Policy	Policy Number: 300-22
Policy Type:	Operational	
Approved by:	Resolution Number RB	
Approval Date:	June 18, 2018	
Effective Date:	June 18, 2018	
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Review Date:	June 2024	

PURPOSE:

This policy outlines the key roles of the Library’s websites and the guiding principles in their creation, maintenance, and updates.

SCOPE:

This policy covers all websites that are owned or operated by the Library.

POLICY STATEMENT:

The websites of the Sault Ste. Marie Public Library are the property of the Library. No other Sault Ste. Marie Public Library websites are permitted or authorized.

ACCURACY:

Every effort is made to ensure the information on the Library’s websites is timely and accurate. Material is provided as general information only and is not intended to provide specific legal or health advice and should not be relied upon in that regard.

USING MATERIAL FROM LIBRARY WEBSITE:

To ensure compliance with Canadian Copyright Laws contact the CEO for any website material to be copied or used including but is not limited to any logos, text, graphics, design elements, photos, and movie clips. None of these elements may be used without the express written permission of the Library.

EXTERNAL LINKS:

The provision of website links is a public service providing tools for the community to access information generally related to the Library

Links to other websites are in keeping with the Library’s mission vision and values

Prospective sites will be reviewed to ensure that, in the sole opinion and discretion of the Library they are in keeping with the above criteria.

The Library reserves the right to accept or deny any requests for references or links to third party sites. The Library is not responsible for, and does not endorse, the information on any linked website unless the Library’s website states otherwise.

PRIVACY:

The Library respects the privacy of its users and will protect that privacy as vigorously as possible. The Library is committed to providing websites that protect the privacy of all site visitors.

PERSONAL INFORMATION & LOGGING PRACTICES:

All personal information held or collected by the Library is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Library does not collect information that personally identifies individuals except when individuals knowingly provide such specific information on a voluntary basis.

No information sent to the Library via e-mail or website is used for any other reason than to respond to and maintain a record of the inquiry. Information related to individuals is used by Library employees who need the information in order to respond to a request or to ensure the security of this system. Information is only shared with another department or organization if an inquiry relates to that department or organization.

The Library does not sell, trade, or rent personal information to others. The Library may provide aggregate statistics about traffic patterns, and related site information to relevant committees and organizations. These statistics will not include personal identifying information.

The Library currently uses Google Analytics to better understand the use of its websites so that improvements can be made to the content and services made available through the Library's websites. Data gathered through Google Analytics is confidential and anonymous, and is used only for statistical purposes.

Users may disable Google Analytics tracking by installing the [browser add-on](#) that prevents any information from being sent to Google Analytics. For more information about Google Analytics, see their [privacy overview](#) and [terms of service](#).

RELATED POLICIES

300-02 Access to Information and Protection of Privacy Policy

400-04 Internal Internet Usage Policy