PATTERSON LIBRARY

WEBSITE POLICY

Development, Management & Usage

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

Scope

This policy applies to all individuals and organizations having access to the Patterson Library and its website or who help to maintain the website.

Description

The World Wide Web, a global collection of distinct national, regional and local computer networks capable of communicating with each other through a telecommunications network, is one of the resource options the Library has for providing information to the public. The Library's local website adheres to the standards set in the Material Selection Policy, Computer Use and Patron Behavior Policies, and compliance with American Library Association professional standards which have been adopted by the Board of Library Trustees.

Website Scope

The Library website provides public and staff access to a variety of educational and informational resources in electronic format, and is a dynamic collection of 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 unintended consequences of internet use launched from a Library website search and which is not approved content of the Library's distinct website.

The Library's website complements and supplements the print and multimedia collections of the institution. 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 Mid-Hudson Library System, including online databases, electronic books and magazines, and information on Library services and programs, a calendar of Library events, electronic forms 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 will recommend websites to the Library webmaster for their informational and/or educational value. Government, non-profit, and commercial websites free from excessive marketing 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.
- Site does not promote a specific religious, political, or social agenda.

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.

POLICY: 11/15/2022   PROCEDURE: 11/15/2022

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

Monetary Transactions

Fines paid online are done entirely within a PayPal eCommerce environment. The Mid-Hudson Library System and our Integrated Library System (ILS) do not collect or store any credit card information, nor does it pass through the library's or MHLS's networks.

Information (patron, fine, amount) is passed through to the ILS through a secure API. All connections on the ILS are secured using a SSL transmission.

Monetary donations to the Friends of the Library Annual Appeal, gifts, or ticket sales and application payments to Friends' events, are managed by PayPal and are not directly connected to the internet.

Website Privacy

The Patterson Library website URL is https://www.pattersonlibrary.org. The Library's website is remotely hosted by a professional service with proven reliable and secure firewalls.
Google Analytics is installed on the website to accurately record traffic/usage. With our configuration Google Analytics collects the following information:

- Number of users
- Session statistics
- Approximate geolocation
- Browser and device information

Website Management

The Library Director authorizes the Mid-Hudson Library System to create and maintain web pages. Content and links are included on the website with the approval of the Director or the Director's designee.

Waiver of Responsibility

The Patterson Library does not actively monitor and has no control over the information users access over the Internet via the Library's website and cannot be held responsible for any negative consequences. The Board of Trustees of the Patterson Library and the Library staff are not liable for any negative consequences that may occur as a result of using the Library's website to connect to resources on the Internet. As in all use of websites and Internet resources, the user is responsible for maintaining secure personal passwords. In using personal devices to access the Library's website and Internet resources, it is the owner's responsibility to keep virus software up-to-date and to use good practices to avoid negative consequences and damage to their property.