

## Library Policy on External Links from Website

The Tompkins County Public Library's website ([www.tcpl.org](http://www.tcpl.org)) provides links to external websites to support the Library's mission to provide free and open access to the world's wisdom, knowledge, and information, foster an informed, civic-minded community and contribute to the educational, cultural, and economic well-being of the County.

Numerous external website links are provided on the tcpl.org website. Visitors to those sites are advised to check the privacy statements of each site and to be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

Library staff may recommend external website links, including government, non-profit and commercial websites, which feature reliable sources and provide valuable content. Non-library parties may suggest or request links, but inclusion and placement of all external links will be at the sole discretion of the Library's Director, Web Manager and/or their designee(s).

To be selected, prospective websites and/or links should meet the following criteria:

- The scope of the site's content is clearly stated, supports the Library's mission and values, and is deemed to be of interest to our visitors
- The site's owner or sponsor is easily identifiable, and contact information is provided
- The site does not charge for access

Requests for links to web pages that feature time-sensitive information, such as announcements and/or surveys, should allow sufficient time, 7-10 days, for review and posting.

The Library's website does not support commercial advertising; however, in order to show appreciation for donor support, the Library may recognize support of its mission-related activities on its website in the form of a logo, link and/or brief statement that consists of an acknowledgement of a gift from, grant and/or sponsorship by, the donor. Acknowledgements must be consistent in placement, size and style with the relative web page content and shall appear only on web pages that pertain to the contribution.

Unless explicitly stated, links to external websites do not constitute an endorsement of that website and/or its owner.

Since 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 Tompkins County Public Library. Library staff will make every effort to keep links current but encourages website visitors to inform the web manager, [webmanager@tcpl.org](mailto:webmanager@tcpl.org), if they find a link that no longer functions or that is inconsistent with the above stated criteria.

## References

Library Website Policy, Daly City Public Library, <http://www.dalycitylibrary.org/sitepolicy.htm>

UTS 122 – Guidelines for Web Site Solicitations, University of Texas,  
<http://www.utsystem.edu/policy/policies/uts122.html#Procedures>

Copyright/Privacy/Web Policy, University of Virginia  
<http://www.virginia.edu/copyright.html#advertising>