

POLICY:

The Park Ridge Community Network (PRCN) website provides information about Park Ridge, IL including information about community organizations and other community resources of interest to residents and visitors. The website is owned by the Park Ridge Public Library and managed by the Community Network Committee (CNC). Designated representatives of community organizations are encouraged to post information to the site.

RULES:

1. Address (URL) and Hosting

The website address is **www.parkridge.info** The Library has a contract with a web hosting company to provide 24/7 support of the site, content management tools and technical support.

2. Webmaster

The website is managed by the CNC, a Library staff committee comprised of the Business Manager, Library Director and selected staff. The CNC meets regularly to review content and suggest changes and enhancements to the site in order to provide a wide array of current and relevant information about Park Ridge.

3. Scope

The PRCN provides information via quick links to the City of Park Ridge, Park Ridge Park District, community schools and other community services. The PRCN features information on community organizations of a nonprofit, community-oriented nature, a link to the City's business license database, and a directory of shops and restaurants within the city limits.

4. Content

Only information about Park Ridge, IL, community organizations that regularly meet in Park Ridge and have a membership that includes at least 50% Park Ridge residents are included on the PRCN website.

Designated representatives of community organizations as defined above may submit information about their club or organization including schedules of meetings, events and news. All information will be reviewed by a member of the CNC before posting and must fit within the defined scope of the network.

Commercial trademarks and logos will only be used if they are indicating sponsorship of an event hosted by a community organization.

Advertising on the website is prohibited.

5. Submitting Information to be Posted on the Website

Information to be posted on the website shall be submitted via the form included on the PRCN home page. There is no charge to post information on the website.

## 6. Links

The CNC is responsible for developing links from the PRCN website to other websites. Selected links to other websites support the goal of providing current and relevant information to the public. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The website's owner or sponsor is easily identifiable, and contact information is provided.
- The website does not charge for access.
- Links that contain political campaign information shall not be included.

Since website content may change or disappear entirely without notice, the Library and its staff cannot be responsible for the content or accuracy of websites it does not host. Library staff will make every effort to keep links current, but will encourage website visitors to contact the CNC if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The CNC reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text. The CNC has the right to deny or remove a link to a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

## 7. Errors and Omissions

The Library does not warrant that access to the PRCN website will be uninterrupted or error free. Problems should be reported using the "contact us" feature on the website.

## 8. Disclaimer of Liability

The Park Ridge Public Library shall not be liable for any improper or incorrect use of the information contained on the PRCN website.

## 9. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties and patrons. Opinions, information and content expressed or made available by third parties, including information providers, patrons and others are those of the respective author(s) or distributor(s) and do not necessarily state or reflect the opinions of the Library staff and Board of Trustees.