

OWLSweb Policy

Outagamie Waupaca Library System

The Outagamie Waupaca Library System (OWLS) maintains a website primarily for the benefit of the staff and trustees of its member libraries and the staff and trustees of the system. The purpose of the site is to provide background and support for the system and its services.

A significant portion of the site is dedicated to The Outagamie Waupaca Library System's shared automation network (OWLSnet) and provides information, reports, statistics, and resources for OWLSnet member libraries. The site also includes the OWLSnet Directory and online forms which facilitate communication between member libraries and between member libraries and OWLSnet staff.

The site also maintains a small section (most notably *Links for Libraries*) that may have information of value to people working with and for public libraries, whether part of the system, state, or other library communities.

Should others find the site of value, they are welcome to view and use it within the guidelines and disclaimers contained in this policy.

The Web Services Policy governs the web services that OWLS provides to member libraries.

Guidelines and Disclaimers for Visitors

1. OWLS tries to provide information that is accurate, timely, suitable, complete, and helpful, but the system does not and cannot guarantee that the site will be free from errors. Visitors are expected to exercise discrimination and good judgment in using the information found on OWLSweb.
2. OWLSweb provides links to other sites that may be relevant and valuable to its intended audience, but OWLS does not control and is in no way responsible for the content and links on other sites.
3. Including links to other sites on OWLSweb does not imply that OWLS endorses the views and ideas found there.
4. OWLSweb is protected by copyright unless otherwise stated. All rights are reserved.

Guidelines for Linking to OWLSweb

1. Do not incorporate our content into your site in any way that might blur the distinction between the two sites.
2. If you wish to republish any part of OWLSweb's content, please contact our Library Services Manager at owlsweb@owlsweb.org to request permission.
3. The OWLS and OWLSnet logos may not be duplicated, linked to, or downloaded.

4. Images may not be linked to from other sites.
5. Deliberately misrepresenting the system or its member libraries, including the services, personnel, and trustees of either will be considered fraudulent.

Guidelines for Contributors & Users

1. The Library Services Manager is responsible for organizing, designing, and overseeing the entire website, subject to the approval of the Director.
2. The site uses a content management system (CMS), for managing the organization and content on the site. All content is added and edited in the CMS and all files are uploaded through the CMS. The need to post documents through any other method should be discussed with the Library Services Manager.
3. Requests to add new sections or change existing sections of the site should be made to the Library Services Manager.
4. The site contains pages that are publicly accessible as well as some content that is restricted by login to member library staff and/or system staff only.
5. System staff and member library staff, as appropriate, are provided logins to the site. The Library Services Manager, with input from system staff, sets permissions for these logins which control what pages can be viewed and edited and what type of documents can be uploaded. Requests to update or change login permissions, along with any other questions relating to logins, passwords, and permissions, should be made to the Library Services Manager.
6. Content should be relevant to the intended audiences and consistent with OWLS' mission and philosophy of service.
7. Nothing should be posted to the site that violates copyright law.
8. The Library Services Manager and/or OWLS' Director reserve the right to remove or edit any content on the site.
9. Should OWLS develop future websites for other audiences or purposes they will be governed by these guidelines until or unless a policy specific to them is developed.