The purpose of the library’s website and social media presence it to advance the library’s mission, vision and values through innovative uses of technology and to provide the following:

* Information about library materials, programs and services.
* General library information such as hours, locations, policies and procedures.
* Access to online library materials.
* Information about and referral to local resources, library-created subject matter and related external links that support the library’s goals.

**WEBSITE**

**MAINTENANCE**

To ensure that the website meets the purposes stated above, oversight responsibility for the site will be shared by the director, assistant director and technology coordinator. Responsibilities include but are not limited to:

* Design
* Structure
* Navigation
* Metacontent
* Assignment of page responsibilities
* Usability
* Assessment

While overall responsibility for the site resides with the library director, the responsibility for developing and maintaining branch pages will be shared among library staff.

The DRLS website will is hosted and routinely backed up the Mississippi Library Commission.

**CONTENT**

Electronic books, digital downloads and other paid subscription databases are subject to the Collection Development Policy and will meet selection criteria as stated. Access to these materials is restricted to DRLS card holders. Access to these materials may be limited by format, software requirements, computer platform and location.

External links to non-subscription sites support the library’s goals and are chosen based on the suitability for the intended audience. The inclusion of links to other websites does not imply endorsement of those sites by the Dixie Regional Library System. The library is not responsible for the content or transmissions received from any linked external site or any additional links within those sites. DRLS is not responsible for sites that link to us, nor does the library provide reciprocal links to all websites. It is not the intention of DRLS to provide a comprehensive list of links on any topic. Library customers are not limited to visiting only those websites whose links are included on the DRLS website. To find other websites, they may use search engines or ask a librarian for assistance.

External links are evaluated based on the following criteria:

* The authors, sponsors and/or producer of the website are credible and reputable.
* The content is up-to-date.
* The content is accurate.
* The content is objective.
* The website is well designed.
* The website is easily accessible.

Content of the library website is subject to change at any time without notice.

**SOCIAL MEDIA**

Upkeep of social media pages are the shared responsibility of the assistant director, administrative assistant and branch managers. Posts representing DRLS should follow these guidelines:

* Use a professional voice. Use Standard English spelling and grammar. Avoid use of slang language and abbreviations.
* Always verify facts before posting.
* Minimize opinions unless specifically authorized by the director.
* Do not post pictures of people without consent. In the case of children, written permission from a parent or guardian is required.
* Be nice and think of consequences.

**USER RESPONSIBILITY**

For information on public user responsibility, see related policy: Public Access Computer Use and Internet Safety Policy.

For further information on staff user responsibility, see related policy: Personnel Policy Part III Conduct and Rules.

Comments, posts and messages are a privilege. The DRLS director and staff designated by the director reserve the right to monitor and remove content before or as it is posted on all DRLS website and social sites and accounts. The following will be removed:

* Obscene or racist content
* Personal attacks, insults or threatening language
* Potentially libelous statements
* Plagiarized material
* Private or personal information submitted without consent
* Comments totally unrelated to the content
* Hyperlinks to material that is not directly related to the discussion
* Commercial promotions, organized political activity or spam
* Any messages deemed to be in violation of copyright, trademark right or other intellectual property right of any third party
* Photos or images which may fall into any of the above categories

ADOPTED: DRLS Board, 02.05.2015

RETAINED: DRL Board, 2.01.2018

Permission to Record and/or Photograph

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grant the Dixie Regional Library System permission to use photographs or electronic images of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_ for advertising the library. Images may be used on the library social media pages, library website, or local newspaper. Names will not be put on social media or the library website, but may be published in the newspaper. Images will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived. No compensation will be awarded.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent or legal guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dixie Regional Library System branches include:

Calhoun City Library, Calhoun, MS

Edmondson Memorial Library, Vardaman, MS

Houlka Public Library, Houlka, MS

Houston Carnegie Library, Houston, MS

Jesse Yancy Memorial Library, Bruce, MS

Okolona Carnegie Library, Okolona, MS

Pontotoc County Library, Pontotoc, MS

Sherman Public Library, Sherman, MS