



**POLICY: WEBSITE POLICY**

ORIGINAL ADOPTION: 11/22/2016

REFERENCE NO. FIN-010

REVIEWED/UPDATED: TBD

**PURPOSE**

To prescribe the policies and procedures for permissions to use information contained on the City of Mound website and to establish criteria for allowing external links.

**POLICY AND PROCEDURES**

**Copyright, Restrictions, and Permissions Notice**

Government information on the City of Mound website is in the public domain. Public domain information may be freely distributed and copied, but it will be requested that in any subsequent use the City of Mound information be given appropriate acknowledgement.

Images on the City of Mound website are in the public domain and may be used without permission, but it will be requested that if images are reused, that the user credit "City of Mound" as the source. Some images on the City of Mound website have been obtained from other organizations and permission to use those images should be obtained directly from those organizations.

The City of Mound website has links to other websites. Once a user accesses another website through a link, they are subject to the copyright and licensing restrictions of the new site.

**External Link Policy**

The appearance of hyperlinks does not constitute endorsement of the City of Mound for the external website or the information, products, and/or services contained therein.

The City of Mound receives numerous requests from outside organizations and individuals for reciprocal website links. When considering requests for links from the city's website to other websites, the following is considered:

- The external website must be directly related to a public utility service provider or nonprofit entities with a physical presence in the area who provide services to area residents.
- The external website must be related to the services that the City of Mound provides (GIS, County, Utility Billing, etc.).
- The external website must not be a commercial site. It is the city's policy to not link from the city's site to commercial sites whose primary purpose is to endorse or sell products or services.