

Procedure for Library Web Site

The Library web site is a tool to help customers have access to the Polk City Community Library.

The web site is to be used to keep library customers informed. It also has links to other informational sites.

The criteria for adding links

They must be educational

They must have points of interest that customers will find useful

Everything must be submitted to the Library. Upon approval by the Library Director it will then be forwarded to the Web Master.

Everything submitted must be sent via e-mail. Pictures can be on a disk.

This procedure may be overridden by the Library Director

Signed by the Library Board _____