



SUBJECT: WEBSITE POLICY

Policy No: 2026-21

Date: September 22, 2026

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Pages: 3

PURPOSE

The Innisfil ideaLAB & Library ("the Library") maintains websites and digital services to provide information, resources, and services that support its mission and strategic priorities. This policy establishes the principles governing the Library's online presence..

POLICY

General

The Library will manage its websites and digital services in a manner that:

- Supports the Library's mission, strategic priorities, and service objectives.
- Provides accurate, relevant, and timely information about Library services, programs, collections, and resources.
- Promotes equitable access to information, intellectual freedom, inclusion, and accessibility.
- Protects user privacy and supports the secure delivery of digital services.
- Complies with applicable legislation, including the Public Libraries Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Accessibility for Ontarians with Disabilities Act (AODA), and other applicable legislation, regulations, and Library policies.
- Demonstrates responsible stewardship of public resources.

Application

This policy applies to all employees, contractors, volunteers, and other individuals who create, approve, publish, procure, administer, or maintain content or services on websites and digital platforms under the Library's control.

Guidelines

The Library may provide access to information, resources, services, and websites maintained by external organizations where such access supports the informational, educational, cultural, or community needs of users. The inclusion of external links does not constitute endorsement by the Library of the content, services, or viewpoints of external organizations.

The Library may utilize third-party platforms and service providers to deliver digital services, collections, programs, registrations, payments, bookings, communications, and other online resources. Users may be subject to the terms, conditions, privacy practices, and data collection practices of those service providers.

The Library will make reasonable efforts to ensure that third-party service providers and Library-managed digital services align with applicable accessibility, privacy, security, and risk management requirements.

The Library's websites shall include copyright information and provide access to the Library's Website Disclaimer.

Responsibilities

The CEO is responsible for the administration and oversight of this policy.

Information Technology (IT) staff are responsible for supporting the security, reliability, and administration of the Library's digital infrastructure and services.

The Leadership Team is responsible for ensuring that websites and digital services support the Library's mission and are managed in accordance with this policy.

Employees, contractors, volunteers, and other individuals acting on behalf of the Library are responsible for complying with this policy and supporting its implementation.

Related Policies:

Information Services Policy

Internet Service Policy

Approved by the Innisfil Public Library Board, September 22, 2026

Motion Number: 2026.44

Supersedes Policy #2022-19, approved June 20, 2022, Motion #2022.48; and Policy #2018-12, approved June 18, 2018, Motion # 2018.56; & Policy #2013-14, approved October 21, 2013, Motion #2013.93; & Policy #2010-15, approved June 14, 2010, Motion #2010.48; & Policy #2005-08, approved October 11, 2005, Motion #2005.45

Appendix #1

Website Disclaimer

All information provided on Innisfil ideaLAB & Library's website is believed to be accurate and reliable. Employees will make changes, updates and deletions as required and make every effort to ensure the accuracy and quality of the information provided. However, the Library assumes no responsibility for any errors and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained on the site. Those who access the site may use material from the site for personal, non-commercial use only, provided they keep intact all copyright and other proprietary notices.

Communications made through the Library's electronic mail and message system shall in no way be deemed to constitute legal notice to the Innisfil Public Library Board or any of its officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Board or any of its officers, employees, agents, or representatives, where notice to the Board is required by any federal, provincial or local laws, rules, or regulations.

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