



INFORMATION SYSTEMS

POLICY

TITLE: *WEBSITE LINKS POLICY*

DESCRIPTION: *POLICY REGARDING LINKS TO OUTSIDE ORG. ON THE WEBSITE*

DATE ISSUED: 2008-09-15

REVISED:

Website Links Policy

The purpose of the City of Willmar's web site is to provide information about the City's government, services, and attractions. The City's website may provide links to websites outside of the City's website in order to serve this purpose. This City is not responsible for and does not endorse the information on any linked website unless specified otherwise.

The following criteria will be used to decide whether to grant requests for City website links. If a particular request does not fit any of the following criteria, the request will be submitted to the City Administrator for review.

The following are eligible for links:

- Governmental and educational institutions
- Organizations with relationship to the City (ex. Organizations contracting with the City, organizations sponsoring City activities or programs, and organizations participating in City activities or programs)
- Generally recognized community organizations
- Organizations providing information about art, cultural, and sporting activities in the City's area
- Organizations providing information about employment opportunities in the City's area
- Organizations providing information about tourist attractions in the City's area

The following are not eligible for links:

- Candidates for local, state, or federal offices
- Political organizations or other organizations advocating a position on a local, state or federal issue
- Corporate or other for-profit organizations unless they fit any of the criteria stated above
- Individual or personal home pages

Requests for link additions are to be submitted using the Website Link Request form.



Website Link Request Form

Office Use: ___/___/___
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Notes:

Organization Name _____

Contact Name _____ Title _____

Address _____

Phone/Email _____

Website Address _____

Choose the appropriate eligibility option:

<input type="checkbox"/> Government or Educational Institution	<input type="checkbox"/> Other, Describe:
<input type="checkbox"/> Relationship to the City	_____
Describe relationship:	_____
_____	_____
_____	_____
<input type="checkbox"/> Recognized Community Organization	_____
<input type="checkbox"/> Information related to:	_____
<input type="checkbox"/> Art	
<input type="checkbox"/> Culture	
<input type="checkbox"/> Employment Opportunities	
<input type="checkbox"/> Sporting Activities	
<input type="checkbox"/> Tourist Attractions	

The following sites are not eligible: Candidates for local, state, or federal offices, political organizations or other organizations advocating a position on a local, state, or federal issue, corporate or other for-profit organizations unless they fit any of the criteria stated above, and individual or personal home pages.

Signature _____ Date _____