

## **CITY OF HOMER EXTERNAL WEB LINKS POLICY**

### **1. General**

The City of Homer website is a tool to provide convenient public access to information related to City government. At times it serves the City's interest to include links on the City of Homer website to websites belonging to other organizations. The following constitutes the policies and procedures for links posted on official City of Homer website as currently approved by the City Manager. The City of Homer reserves the right to change these policies and procedures at any time without prior notice.

### **2. Purposes**

The City of Homer may include external web links on the City website hosted by the Information Technology Department in accordance with the best interest of the City government, and state and federal law. The purpose of this policy is to establish guidelines to determine which web links may be added to the City of Homer website.

### **3. Responsibility**

- a. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- b. The Public Information Coordinator may review links on the City of Homer website to websites belonging to other organizations and remove such links that are not consistent with this policy.
- c. Human Resources shall maintain this policy.

### **4. Policy**

- a. Any posting, publication or display on any City website hosted by the Information Technology Department of a web link to any non-City website must be limited to websites that:
  1. primarily provide information regarding City services, public recreational activities, or services for City employees; or primarily promote economic development and/or commerce in the City; or
  2. describe or refer to private sector goods and services that the head of the department that posts the link finds provide significant support to the department's mission, such as, in the case of the Parks and Recreation Department, privately operated classes and sports events.

3. are owned, maintained, and supported by a federal, state, or municipal government entity; or
  4. are temporarily displayed by designation of the City Manager to benefit the health and welfare of City residents when a natural disaster or other public emergency has occurred, or threatens to occur; or
  5. are provided through the library's website, and selected to facilitate research, learning and recreation pursuits.
- b. Any web link on any City of Homer website to any non-City website must display a disclaimer containing the following text before directing the user to the non-City website:

*You are exiting the City of Homer Web Server.  
Thank you for visiting.*

*Please note: The link you have selected is located on another server. The City of Homer has no control over the content posted on any linked external website and these sites may have separate terms of use and privacy policies. The City of Homer does not endorse this website, its sponsor, or any of the policies, activities, products, or services offered on the site or by any advertiser on the site.*

## **5. Definitions**

- a. External website – A website that is owned, maintained, and/or supported by an organization other than the City of Homer Information Technology Department or its contractor.
- b. City website – A website that is owned by the City of Homer and maintained, and supported by the Information Technology Department.
- c. Web link – A hyperlink that displays a new web page in the web browser window.