



Policy 4.7 Community Profiles

Adopted by the Library Board of Trustees
10/24/2013; 3/27/14

Public Access to Community Profiles

Community Profiles is a software application that allows public entities to create informational listings that are searchable within the library catalog. As a public institution dedicated to the provision, promotion, and free expression of information and ideas, the North Olympic Library System provides Community Profiles software, and makes this feature available for use, on equal terms, by public entities that support and further Library goals. The Library's purpose in incorporating Community Profiles is to make vital community information available to the public within the library catalog, thereby enhancing the Library's ability to connect community members to local resources, reinforcing the relationship between the Library and the community, and extending the Library's presence in the community.

Public entity access to and use of Community Profiles is based on compliance with the terms of this policy, and requires execution of a Community Profiles Agreement. Provision of Community Profiles software for use by public entities does not constitute endorsement by the North Olympic Library System, or by NOLS staff, of the groups or individuals using the software or of their beliefs.

Criteria for Use of Community Profiles

Community Profiles software is available for use by groups or individuals meeting **all** the following criteria:

- a. The Profiled Entity must be community based and have a physical location and/or hold regularly sponsored events within Clallam or Jefferson County.
- b. No fees or donations may be solicited or collected through Community Profiles for admission to, or participation in, any program, meeting or event.
- c. The Profiled Entity may not conduct sales or entrepreneurial business through Community Profiles.
- d. Publicity for events announced through Community Profiles must not imply sponsorship by, or affiliation with, the Library.

Determination of whether a group or individual meets these criteria rests with the Library Director or designee.

Creating and Maintaining a Community Profile

Community Profile applications must be submitted to the Library at least two weeks in advance of the requested implementation date for the Profile. Community Profile Agreements must be signed at least three days before the requested implementation date, and must be fully executed before a Profile

application is considered approved. Profiled Entities must execute a new Community Profile Agreement at the beginning of each calendar year.

Profiles will be initially created by Library staff but must be maintained by the Profiled Entity. The Library will not update or edit information on behalf of Community Profile users. The Library cannot guarantee that Community Profiles software will be compatible with equipment owned or provided by Profile users.

A Profiled Entity must take action to maintain or update the information on its Community Profile page at least once every three months. Failure to do so may result in closure of the Profile by the Library.

The Library reserves the right to edit or close a Community Profile, or to cancel authorization to use, continue use, or renew use of Community Profiles for violations of this policy or any of the terms of the Community Profile Agreement. Determination to take such actions rests with the Library Director or designee. The Library reserves the right to edit or close a Community Profile without prior warning to the Profiled Entity; however the Library will make reasonable effort to contact individuals associated with a Profile prior to closing or deleting it. Persons or organizations denied use or continued use of Community Profiles shall have the right to appeal in writing to the Library Board of Trustees.