

## Policy 3-4-10. Community Information Database

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Josephine Community Library District maintains a community information database accessible to the public through the library website, [josephinelibrary.org](http://josephinelibrary.org). The library invites eligible organizations, groups, and individuals to provide information about their organization or services for inclusion in the community information database.

### Information Submitted

New or updated information about a listed organization or service may be submitted to the library at any time by an authorized representative of that organization or service.

Library staff will review submitted information about organizations or services to ensure they meet the inclusion requirements of this policy as outlined in the section below. In all instances the library reserves the right to refuse any organization that is deemed to be unsuitable for inclusion in line with this policy.

The database is provided as a public service for educational purposes only. The views expressed by the agencies in the database are theirs only and do not represent views held by the Josephine Community Library District.

### Inclusion Criteria

The library will review submitted information about community organizations and limit the listings to those that meet the following requirements:

- Community organizations
- Local grant funders
- Library partners
- No cost or low-cost fee
- No membership requirement
- Local contact information available
- Civic groups

Organizations or services promoting business, commercial, or political ventures will not be accepted for inclusion.

Library staff members will make every effort to apply these criteria in a fair, reasonable, and positive manner. Any organization whose inclusion has been denied may appeal to the

library director in writing to have their information reviewed.

The inclusion of organizations in the community information database does not imply endorsement by the library.

**Timeliness of Information**

Database listings will be checked for accuracy and updated periodically (not less than annually) unless the organization notifies the library of a change.

The library will contact each organization or service with a request to verify the accuracy of information in the database listing. If the library does not receive a response to this request from an organization or service within a reasonable amount of time and/or if the accuracy of the information in the database listing cannot be verified, then the associated listing will be removed from the database.