

TOWN OF NORTHFIELD
POLICY FOR UPDATING WEBSITE

I. Purpose

The purpose of Northfield's website is to provide the public with accurate and accessible information concerning town government and services, provide community information not related to town functions and to serve as a vehicle for communication between the town and its citizens.

In the fulfillment of this purpose the following protocols are established for management of the town website:

II. Content

The Northfield town website shall include information about:

1. Town government – information concerning the operations, meetings, events, activities, and similar information about Town boards, committees and departments.
2. Community News - news relating to current issues in town government effecting Northfield residents, such as tax rates and similar issues.
3. Community events – information and links concerning community non-profit organization events provided that they benefit Northfield residents.

III. General Design/Layout

The Town Administrator, working under the authority of the Northfield Board of Selectmen, is responsible for the design and layout of the Town website.

IV. Process

1. **General** – Except as noted below, the Town Administrator is responsible for ensuring that information on the website is as accurate and current as possible. Persons proposing updates to the town government and services sections of the town website should do so in writing to the Town Administrator.
2. **Town government news and calendars** – The primary means of disseminating news through the town website is through weekly emails. In addition, news items directly related to town services may be posted on the website News section. Finally, the town website contains a community calendar for the posting of meetings, activities and events for the town, Hall Memorial Library, Tilton Northfield Recreation Council, Old Home Day Committee and similar organizations, as well as for events hosted by non-profit organizations of general community interest. Such items, as well as cancelations of meeting and events, will be posted as they are received. Updates should be emailed to the Town Administrator's office.
3. **Community Links** – The Town's primary purpose for linking to external websites is to provide information regarding services available to the public from other governmental agencies and private organizations in partnership with the Town. Thus, the Town is not establishing a forum for others to provide information. Rather, the Town is providing information to direct website users to resources outside the Town which provide services to the general public which are complementary to and in support of the services provided by the Town.
4. **Business Links** – For-profit organizations located in Northfield will be provided with a link to their website, along with other contact information and a short description of their business, on the town website upon request. Requests for links should be sent by email to the Town Administrator.

5. **Police Department pages** – The Northfield Police Department shall be responsible for updating website pages devoted to the Department.

V. Exclusive use

The Town of Northfield’s website is maintained for the exclusive use and control of the Town of Northfield in communicating matters of general public interest over the internet. The Town website is not a forum for others to provide information or express their views.

VI. Accuracy

While the Town attempts to keep its website accurate and timely, it neither warrants nor makes representations as to the accuracy, quality, content, or completeness of the content on the site. Content is subject to change without notice from the Town as a result of updates and corrections.

The Town is neither responsible nor liable for any viruses or contaminations of a web visitor's hardware, software, peripherals, or properties nor for any delays, inaccuracies, errors, or omissions resulting from use of or with respect to the material contained on its website, including but not limited to, any material posted on (or linked to from) the Town of Northfield website. The Town is not responsible for any special, indirect, incidental, or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials contained on the site whether the materials contained on the site are provided by the Town or a third party.

It is important for users of the Town's website to understand that messages transmitted via the Internet are not always reliable. Thus, although the Town will make every effort to maintain the reliability of communications via the Town's website, we are unable to guarantee that any such communications will be received by the Town. Therefore, if you provide the Town with information for the website, we strongly recommend that you confirm the receipt of your communication via telephone. If you have any question as to the appropriate Town official to whom a communication should be addressed, please contact the Town Administrator.

VII. Privacy

Persons submitting email comments or questions via the town website should be aware that the Town cannot guarantee privacy or confidentiality. All information received through the website, including any emails, are subject to disclosure under New Hampshire’s Right to Know Law.

Adopted this 7th day of January 2014 by the Northfield Board of Selectmen.