

Library Web Site Policy  
UNIVERSITY OF MAINE AT FORT KENT

**Policy Creation/Modification Number:**

**Nature of Policy Development:**

**Initiating Unit:** Library staff

**Policy Creation/Modification Working Title:** Library Web Site

**Date of Policy Development:**

**Date of Policy Implementation/Effectiveness:**

**Originating entity:**

**Replacing policy/process found where:**

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**Purpose:** to outline the goals, objectives, and scope of Blake Library web site.

**Overview**

**I. Introduction**

Blake Library staff strives to maintain an informative and content rich web site geared primarily to UMFK faculty, staff, and students but inclusive of the surrounding Fort Kent community.

**II. Development**

The Blake Library web site is primarily developed and maintained by the reference staff.

**III. Maintenance**

A. Site is maintained as needed. Needs include:

1. Maintenance of time sensitive information
2. New information added
3. Current information changed/updated
4. Corrections of mistakes
5. Organizational changes for better navigation

B. Updates are made on a regular basis.

**IV. Accuracy**

Library staff is responsible to provide current and accurate information.

**V. Campus Policy**

Web page design is approved through the Public Relations office.

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_