

## WEBSITE POLICY

July2004

### PURPOSE

The Town of Edenton owns and operates this website as an enhancement to the governmental services that it provides and as an information service to its residents and to the general public. This website is a supplement to the information and the services available from the Town offices.

Furthermore the Town of Edenton through this website seeks to expand public involvement in Town matters and to raise public awareness on matters critical to the smooth operation of government.

The Town of Edenton reserves the right to determine what information and services shall and shall not be placed on this website.

### PROVISIONS

#### A. Accuracy

The Town strives to present current and accurate information on this website, but does not guarantee the accuracy or currency of information posted here.

In the event of a significant difference between the information on this website and official information available at the Town offices, the office information should prevail.

#### B. Email Comments on Public Hearings

Comments on public hearing items that are submitted by e-mail will not automatically become part of the official record of such proceedings, unless required by law. Persons wishing to comment on public hearing items should attend the public hearing and express themselves in person at the hearing, or if the notice of a particular hearing allows written comments, then comments may be submitted in that manner. The Town will attempt to pass all e-mail correspondence to the intended recipient.

#### C. Notices of Public Hearings

When the Town places notices of items on this website, scheduled for upcoming public meeting or hearing, it does so only to facilitate public access to such information, as a supplement to the legally required methods of posting notices.

#### D. E-mail to Town Officials and Employees

Persons submitting e-mail comments or questions to the Town of Edenton's officials or employees should be aware that the Town cannot guarantee, nor does it represent that such communications will remain private and confidential. Similar to mailed or delivered comments, comments received via e-mail may become subject to public disclosure under the North Carolina Public Records Act and/or part of the discovery procedure in a civil lawsuit.

#### E. Linking Policy

The purpose of the Town of Edenton's web site is to provide citizens, businesses, utility customers and visitors with convenient and efficient access to information about the Town of Edenton and the Edenton community. As a convenience to users and in order to provide information about cultural, educational and recreational activities in the community, this web site may contain links that will take the user off this site to other web or computer sites that are not owned, regularly reviewed or controlled by the Town. The provision of these links should not be construed as an endorsement or sponsorship of these external web sites, their content or their hosts. The Town specifically disavows legal responsibility for what a user may find on another site or for the personal opinions of individuals posted on any site whether or not operated by the Town. The Town cannot and does not make any representation about these sites or the materials available there. By using the Town's web site, the user acknowledges and accepts that the Town is not responsible for any materials stored on other web sites, nor is it liable for any inaccurate, defamatory, offensive or illegal materials found on other web sites, and that the risk of injury or damage from viewing, hearing, downloading or storing such materials rests entirely with the user. Linked sites may operate under privacy, security, cookies and other policies that differ from those of the Town of Edenton or may operate under no policies in any or all of these areas.

Links may be made from the Town of Edenton web site to external web sites that meet the following criteria:

- are maintained by a non-profit charitable, educational, hospital, scientific, human services, or cultural organization serving Edenton and Chowan County, North Carolina, area or providing information relevant to the functions and services provided by the Town.
- exist for the purpose of providing information about public special events in or impacting Edenton and Chowan County, North Carolina, area or for the purpose of promoting the area in a positive manner.
- are maintained by an established news-gathering organization, being either a printed newspaper of regular, paid circulation no less than 10,000 that has published at not less than weekly intervals within the Town for at least one year or a television station whose broadcast signal covers more than half of the Town's geographical area and which provides local news regularly and maintains a national network affiliation.

- are maintained by a state, local or federal government agency, or local school or library board.
- are maintained by an organization that receives direct financial support from the Town.
- provide an online tool to help users access information on the site, communicate with each other, or access official information, such as maps, regarding Edenton and Chowan County, North Carolina.
- provide search engines for the Town of Edenton web site
- are maintained by authorized vendors providing services for this web site.

The Town's web site is not intended to function as a public forum. To avoid the appearance of Town endorsement, links are not allowed from the Town web site to other sites that:

- are politically partisan in that they are associated with, sponsored by or serving a candidate for elected office, any political party or an organization supporting or seeking to defeat any candidate for elective office or ballot proposal, or represent any political party or point-of-view, either officially or unofficially.
- are strictly commercial, political or religious in nature.
- are websites for or about families or individuals.

External web sites may request a link from the Town of Edenton web site by contacting the webmaster by email at [tammy.woodley@edenton.nc.gov](mailto:tammy.woodley@edenton.nc.gov). If permission to establish a link is granted, a reciprocal link to the Town of Edenton home page on the third party site is requested. The Town of Edenton asks that third parties request permission to link to the Town web site prior to establishing a link by contacting the webmaster by email at [tammy.woodley@edenton.nc.gov](mailto:tammy.woodley@edenton.nc.gov). Reciprocal links from the Town web site to an external web site can be granted only to the extent that the external web site meets the above criteria.

#### F. Offsite Links

The Town is not responsible for the content, views, opinions or factual representations of any webpages that are not contained on the [townofedenton.com](http://townofedenton.com) servers.