

# Website Policy

## Purpose

The purpose of the Mantua Village website is to provide information about Village services, policies, programs, and events to residents, businesses and visitors. The web is intended to promote understanding of Village government, increase transparency, provide emergency information, and to foster a vibrant community by being a resource for community information.

The website URL is <https://mantuavillage.com> (hereinafter “the Website”).

## Administration

The village Council shall appoint a website administrator (hereinafter “Webmaster”), to:

- Manage the domain and hosting for the Website
- Update the Website with current minutes for all committees
- Update the Website with news and announcements
- Update the Website with general content
- Keep the Website calendar up-to-date

As an official representative of the Village, the Webmaster acts as a de facto editor of the Website, exercising latitude evaluating content for suitability, resolving issues involving content or complaints, and evaluating event submissions, all under the authority and guidance of the Processes Committee. The Processes Committee reserves the right to override any decisions regarding the Webmaster’s actions at its sole discretion.

## Content Policies

The Website is not a “free speech zone,” but is instead a vehicle for conveying messages to the public that are deemed appropriate by the Village. The Mayor, Council or other department heads shall provide content to the Webmaster. While the Village may receive information from outside organizations or entities, the Website is Village Property and the Village maintains the ultimate authority over any content posted.

Communications received on issues regarding the Website content or complaints should initially be provided to the Webmaster as indicated on the Website Contact page <https://mantuavillage.com/contact-us/> . If possible, all issues shall be resolved informally and in a timely manner. If not possible, the issue shall be forwarded to the Processes Committee for discussion and resolution.

## Availability of Information

Changes are made periodically to many official documents, including municipal codes, ordinances, guidelines, legislation, policies and schedules. Village representatives and the Webmaster shall make every effort to maintain timely information available. However, changes may or may not be reflected in the materials or information reflected on the Website . Additionally, due to Website development, materials, links and information may be deleted, modified or moved to a different part of the site without advance notice. The materials on the Website are provided for information purposes only, and reliance upon such materials may not serve as the basis for a claim or cause of action against the Village of Mantua, or any of its agencies, employees, representatives of agents. Website users are advised to consult the official documents of the

Village of Mantua at the Village Hall, 4650 West High Street, Mantua OH. Office hours are 8am - 2pm Monday through Friday.

## Contribution Policies

Mantua Village residents and businesses are welcome to submit information regarding public events of general interest using the Event Contribution Form provided at <https://mantuavillage.com/TBD> . If all required content is present, the submission will be forwarded to the Webmaster and assessed for timeliness, appropriateness and general interest to Mantua residents or visitors, and shall be included on the Website at the Webmaster's discretion, subject to the oversight of the Processes Committee.

Events or announcements must be open to the public and relevant to the community. Private events, commercial promotions, or personal announcements are not allowed unless they serve a direct community purpose. Events or announcements must have a clear community benefit, such as educational, recreational, historical or cultural value. Events or announcements must be community-wide, inclusive and non-discriminatory. They must avoid offensive or controversial language, and respect local customs and values.

An approved Special Event Request Form is required prior to adding a fair or festival event to the calendar, per section 705 of the Mantua Codified Ordinances.

## Links

The Website provides links to other websites as a convenience to users of the site. The Village of Mantua has no control over these external sites and is not responsible for their content; nor does the inclusion of links to such websites imply any endorsement by the Village of Mantua or the Webmaster of the material on such web sites.

In order to avoid the appearance of endorsement of political content, links shall not be made to sites that are associated with, sponsored by or serving a candidate for elected office, or any political party or organization.

## Privacy Notice

Information that is submitted to the Website in its Contact section shall not be used by the Village of Mantua for any purpose other than to respond to a user's request or input. The Village of Mantua shall not use its web site to collect personal information for any other purpose. All information collected is, however, considered communications submitted to the Village and may be subject to the provisions of Ohio Open Records Act, Sections 149.43 of the Ohio Revised Code, and other statutes pertaining to local government.

There are also links in the Website to sites operated by other government agencies, non-profit organizations and private businesses. When you link to another site, you are no longer on a site covered by this Privacy Notice. When you link to another web site, you are subject to the privacy policy of that new site.