

## SUBJECT: LOCAL INFORMATION DATABASES

## I. PURPOSE

Local information databases are maintained to aid patrons and staff in locating data that is not readily available in published sources. Local information databases include, but are not limited to, the local organization database, the index to the *Naperville Sun*, Fugitive Facts, and the Library's Web site.

## II. SCOPE

The local information databases are administered by the Library's staff as professional information tools. Accordingly, staff shall make final decisions regarding the content of the files.

## III. GENERAL GUIDELINES

- A. Inclusion in a local information database is based solely upon the reference needs of the Library. The publicity needs, worthiness, or affiliations of an organization or Internet site are not considerations for inclusion.
- B. Partisan or religious organizations may be included if it is deemed useful in a professional information sense, but no political or proselytizing text is allowed. For-profit institutions are excluded from the local organization database. Inclusion in an information database does not imply the support or approval of the Library, its employees, or Board.
- C. Organizations that are included will primarily be located in Naperville. Other organizations may be included, if in the opinion of the staff, there is sufficient need.
- D. The Library will not knowingly include organizations or Internet sites that engage in or support illegal activities, but it is impossible to check into the background of each entity. Inclusion in a file thus does not imply that an organization or Internet site is worthy, honest, or legal.
- E. Although every effort is made to supply correct information, The Library cannot vouch for the accuracy or currency of any information provided.