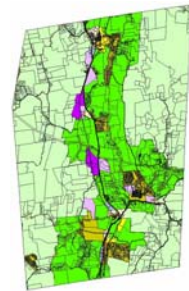


# Town of Dover

## IT/GIS Department



Town of Dover  
Tabor Wing House Town Hall Annex  
3128 Route 22  
Dover Plains, NY 12522

(845) 877-4272  
(845) 877-4273 fax

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### Town of Dover Website Policy

#### 1. Domain Registry

The official internet homepage and website of the Town of Dover is [www.TownofDover.us](http://www.TownofDover.us). The following URL's are also registered to the Town: [www.TownofDover.com](http://www.TownofDover.com), [www.TownofDover.net](http://www.TownofDover.net), [www.TownofDover.org](http://www.TownofDover.org), [www.TownofDover.bis](http://www.TownofDover.bis), [www.TownofDover.name](http://www.TownofDover.name), [www.TownofDover.info](http://www.TownofDover.info), [www.TownofDover.tv](http://www.TownofDover.tv), and [www.TownofDover.ws](http://www.TownofDover.ws).

#### 2. Protocols for Posting

The purpose of this policy is to ensure that the Town of Dover Website is maintained for the exclusive use of the Town of Dover. Information posted on the Town website shall be of or pertaining to Municipal Government functions. Limited space is given in the form of single pages or linked sites for outside agencies integral to the safety, health and welfare of the citizens of the Town of Dover.

To ensure that the content of the Town of Dover website is in conformance with this policy, the Information Technology Committee shall be authorized to post content, outlined in the areas as follows:

- General oversight including links, Town department pages, "Board" pages, Committees and news of the Town Government.

AND

- Website Administrator designated by the Town Board: General technical oversight and implementation as well as production of WebPages to be approved by Town Officials named above.

AND

- Webmaster: Or other technicians authorized by the Dover Town Board.

In accordance with the standards established herein, those individuals or professionals identified above shall upon request facilitate the posting of information on the website as soon as practicable. Questions concerning any requests shall be directed to the Information Technology Committee, who shall make a determination

regarding the request. The Information Technology Committee shall refer any concern that arises regarding the conformity of a submission to these website policies to the Town Board for review at a Town Board meeting.

### 3. Use of Online Information

The Town of Dover website uses automated tools to log information about each visit. We may process the collected information to determine site performance such as which pages are most frequently viewed and which forms are downloaded more frequently than others. We do not track or collect personal information individually. We do however, offer an e-mail subscriber portal which is collected and maintained by an outside company for the sole purpose of distributing Town information and Newsletters as a service to the citizens of Dover, New York and to the general public. Information obtained through this service is not used for any other purpose other than for Town Officials to communicate with the public.

### 4. E-Mail to Town Officials

Communications made through e-mail links contained on this site shall in no way be deemed to constitute legal notice to or service upon the Town of Dover, or any of its agencies, officers, employees or Board members, where such notice is required by any Federal, State, or Local laws, rules or regulations. E-mail sent directly to Town staff shall be used to address Town matters. Use of Town e-mail addresses for commercial solicitations is prohibited. E-mail concerning content on this Internet site and general website related comments, questions or recommendations may be directed to the Website Administrator, [Webmaster@TownofDover.us](mailto:Webmaster@TownofDover.us)

### 5. Copy Restrictions

Data on this website is public information. While all documents uploaded to this site is in the form of a .PDF file, copies of any document posted on the Town Website are available through a FOIL (Freedom of Information) request in accordance with New York State Law and Chapter 23 – Records, Public Access To of the Dover Town Code. Information and/or images which may not be copied without permission include copyrighted materials, such as photographs or artwork on loan to the Town and the Town Seal. Unauthorized attempts to upload or change information on the website are prohibited.

### 6. Images and Graphics Policy

All photographs, images and other graphics posted to the site will be:

- Authorized, upon written permission of owner, for publication by the Town.
- Photographs are to be optimized at a 200 x 300 pixel resolution.
- Posted with an associated ALT tag on each picture upon insertion.
- Registered to the Town of Dover Web Photo Archive before being added to any page. Each entry will include written documentation of the date of inclusion, source, original author/owner, and written permission to post (where applicable).

## 7. Links to Other Sites

The Town of Dover Website contains hyperlinks to sites created and maintained by State, County and other Government agencies, and local not-for-profit organizations and service agencies under contract to the Town. These links are provided as a service to the public. The Town of Dover does not control these other websites and is not responsible for their content. Inclusions of links on the Town website do not imply any endorsement of or association with their operators. Once a link is chosen, the policies of that link prevail.

## 8. Site Accuracy and Continuous Improvement

The Town website is continuously improving and therefore makes no claims, promises representation or guarantee as to the accuracy, completeness, or adequacy of the information contained in or linked to this website and associated sites. Every effort is made to ensure broken links do not occur, links to other internet sites sometimes change. Reports of any broken links should be reported to the Webmaster as soon as possible so it can be assessed and corrected.

## 9. Website Disclaimer

The Town of Dover Website is provided as a public service. Users of this website are responsible for checking the accuracy, completeness, content and timeliness of all information. The Town makes no representations, guarantees or warranties, expressed or implied, as to the accuracy, completeness, content and timeliness of the information provided on this website. The Town specifically disclaims any and all liability for claims or damages that may result from providing the website or the information it contains, including any websites maintained by third parties and linked to or from the Town website. The Town of Dover makes no effort to independently verify, and does not exert editorial control over, information and services provided on pages outside the Town's domain. The Town does not endorse any products, vendors, consultants, or documentation referenced in this website. Any mention of products, vendors or services is for informational purposes only.

## ACKNOWLEDGEMENTS

The Village of Mackinaw City, Mi Website  
The Village of Scarsdale, NY Website  
The City of Berkeley, CA Website  
The Town of Gardiner, NY Website  
Westchester County, NY Website  
NY Association of Towns  
Town of Woodstock, NY Website  
Town of New Paltz, NY Website  
Dutchess County, NY Website