



The aim of the Community Calendars Project is to support the role of public libraries as hubs of community resources and information.

The software for Community Calendars is open source. It is available for any public library in Ontario for use in their community. Terms of use are spelled out in the License Agreement found at the end of this package. If the local library is not interested in being involved in the Community Calendars Project, then another organization (i.e. arts council, arts umbrella organization, etc.) may assume responsibility for that community's calendar.

This project was a collaboration between the Peterborough Public Library and Tekdesk. Funding was provided by the Ministry of Culture through the 2007/2008 Library Strategic Development Fund. The support of the Government of Ontario through the Programs and Services Branch of the Ministry of Culture is acknowledged.

Community Calendars are customizable in a number of ways. The following items are required to complete your application, so that your calendar can have a unique look:

- Images:** Two images are required for your Community Calendar: a banner and a logo. The banner is the image across the top of the website and the logo is the image below the banner on the left. Tekdesk will accept images in one of the following formats: jpg/gif/tiff/psd/pdf. A maximum of 2mb file size applies.
  - Banner:** Minimum 994x125px
  - Your Library's Logo:** Minimum 190px (width) x Any height
- Color:** A colour is required for the bar at the top of page. Submit in either a RGB value or a clear graphic with appropriate shade clearly identified. Please call Tekdesk if you require assistance.
- Links:** Links, such as restaurant and accommodation buttons, can be placed at the top of your Community Calendar. These are optional and can be changed at any time. A maximum of 5 buttons can be added.
- Local Organization List:** This list is for users to chose from when submitting an event on your Community Calendar. Event postings can also be searched by organization.
- Terms of Use:** This Start-Up Package provides a template for a Terms of Use Agreement. The developers of Community Calendars strongly recommend that each Community Calendar include a Terms of Use Agreement. It should be customize for your calendar.
- URL:** You will have to decide on an appropriate URL (web address) for your website ([yourcommunity.communitycalendars.org](http://yourcommunity.communitycalendars.org)).

**If you have any questions please contact Tekdesk:**  
345 Aylmer Street, Peterborough ON. K9H 3V7  
Phone: 705.760.9198 / Fax: 705.760.9887



Please submit completed form to Tekdesk: 345 Alymer St., Peterborough ON. K9H 3V7 / Fax: 705.760.9887

<b>Tekdesk Office Use Only: Used for internal tracking</b>							
Date Forms Received	Library Contacted	Banner Received	Logo Received	Organization List Received	Color Received	Links Received	Domain Created
Files Uploaded	Map Updated	Admin Rights	Admin Trained	Mod Trained	Customization Required	Customization Details Rec'd	Customization Complete

<b>Library/Organization Address Information: Used to confirm public library branch</b>				
Street Address 1	Street Address 2	City	Province	Postal Code
Telephone Number	Fax Number	Website Address	Email Address	

<b>Community Calendar Contact Information: Used for correspondence</b>		
First Name	Last Name	Title
Telephone Number	Fax Number	Email Address

<b>Required Content: Used to facilitate site creation.</b>	
Calendar Address: i.e. <i>yourcommunity.communitycalendars.org</i>	Colour (RGB value)
_____communitycalendars.org	R: G: B:

Organization List: <i>Listed for users to chose from when submitting an event (List not limited to 14 organizations).</i>	
1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____



## Terms of Use Agreement Template

Each organization providing a Community Calendar for their community should provide a Terms of Use Agreement on the website. Red text in this template may be changed to meet your specific requirements. The words "Your Library" should be replaced with the name of the organization providing the Community Calendar, even if that organization is not a library.

## Terms of Use Agreement

The Community Calendar is intended to promote local arts, culture and heritage events. The following guidelines apply to all Community Calendar users:

1. Event postings must include the sponsoring organization, time, location, and a contact phone number. If there is a fee involved, that should be included as well.
2. The posting may not be used to advertise or promote the sale of products or services not related to arts, culture and heritage events, including advertisements for or endorsement of, candidates for public office.
3. Fundraisers benefiting charities or not-for-profit organizations may be posted.
4. Postings may NOT include material considered to be obscene or profane.
5. Postings may NOT be used to slander or libel any individual or group.
6. No posting that discriminates against any individual or group may be posted.

Your Library reserves the right to refuse any posting or edit any posting to fit these guidelines. Moderators will review all submitted event listings to ensure they meet the content guidelines. If a moderator requires clarification, the organization or individual subscriber may be contacted.

## Acceptable Use

All users must abide by the Community Calendar's Acceptable Use Policy. If any user, at the discretion of Your Library, is found to be using the system in an unacceptable manner, their account may be canceled without notice. Behavior which is unacceptable and may result in cancellation includes, but is not limited to:

1. attempted or successful security breaches or disruption of net communication;
2. damage or impairment of the Community Calendar equipment, hardware, software, data, or operations;
3. use of the system for illegal or criminal purposes;
4. deceptive on-line marketing practices;

5. use of obscene, offensive, abusive or otherwise objectionable language or material;
6. harassment of other users;
7. using e-mail or private messaging, anonymous or otherwise, to send threatening messages;
8. violation of any copyrights, trademarks, or software license agreements;
9. introducing viruses, corrupt data and other types of malicious programs into the Community Calendar; or use of the system as a means to improperly gain access to other computer systems, networks, or programs.

Your Library, Tekdesk and the Peterborough Public Library are not responsible for, and make no claim to, any material placed on the Community Calendar by any user; nor does Your Library, Tekdesk, or the Peterborough Public Library claim any copyright, trademark, or other interest in information accessed through the Community Calendar.

### **No Warranties**

Your Library, Tekdesk and the Peterborough Public Library are not responsible for, and make no warranties of any kind, whether express or implied, for the service provided. Furthermore, Your Library, Tekdesk and the Peterborough Public will not be responsible for any damages which any organization or individual subscriber may suffer, perceived or otherwise. This includes but is not limited to:

1. Loss and/or inaccuracies of community event information;
2. Appropriateness of community events perceived or otherwise;
3. Rejection of content deemed to be inappropriate;
4. Removal of organizations or individual subscribers deemed to be conducting inappropriate activity.

Use of any information obtained via the Community Calendar is at the organization or individual subscriber's own risk. Your Library, Tekdesk and the Peterborough Public Library accept no responsibility for the accuracy or quality of information obtained through the Community Calendar, or for any costs, liabilities or damages caused by the organization or individual subscriber. All organizations and individual subscribers need to consider the source of any information obtained and its validity.

### **Penalties for Improper Use**

Any organization or individual subscriber deemed to be in direct violation of this Terms of Use Agreement or any applicable provincial and/or federal laws is subject to loss of access privileges and any other actions deemed appropriate.

## License Agreement

The Community Calendar software is being made available at no cost to all interested public libraries in Ontario.

This license agreement contains the terms and conditions under which this software is being distributed.

The Community Opportunity and Innovation Network (a duly incorporated non-profit business and registered charity) is the parent organization for Tekdesk and the Peterborough Public Library is a department within the City of Peterborough. All references to Tekdesk and the Peterborough Public Library also refer to their parent organizations.

### Options:

There are two options available to each library. These are:

1. To accept the software for use in its entirety, as it has been developed to date, and to install, configure, and adapt the software for local use without support from Tekdesk.
2. Use the software as it has been developed to date, but have it hosted centrally on an Internet provider's server, and supported by Tekdesk.

### Option 1:

The library assumes all responsibility for hosting, maintaining and managing a Community Calendar sub-domain set out as follows ([yourcity.communitycalendars.org](http://yourcity.communitycalendars.org)). Tekdesk shall provide the Community Calendar software to the library at no cost. Tekdesk will have no further involvement with your library regarding the Community Calendar software, except to notify your library when updates of the Community Calendar software become available.

Libraries choosing Option 1 may switch to Option 2 at any time.

### Option 2:

Use a Community Calendar subdomain set out as follows ([yourcity.communitycalendars.org](http://yourcity.communitycalendars.org)) and have it hosted by a commercial Internet provider's server. Hosting costs will be covered by funds from LSDF until they are exhausted. Tekdesk will provide support at no charge for the first month after set up. Other free services include changing the logo, the banner and colour scheme. Time constraints due to the availability of Tekdesk staff may apply. Additional service and support will be provided at a rate of \$50.00 per hour.

Libraries choosing Option 2 do not have a long-term obligation to Tekdesk, and may chose to consult other web developers or their own internal resources for Community Calendar maintenance.

**All libraries or other “parent” community organization using the software, regardless of the option chosen, must agree to the following terms and conditions:**

1. Tekdesk and the Peterborough Public Library are not responsible for any damages anyone may incur as a result of using a Community Calendar.
2. Tekdesk and the Peterborough Public Library will not monitor material posted on Community Calendars; it is the responsibility of each library and/or appointed moderators to insure that the material posted on their Community Calendar is consistent with the Terms of Use Agreement.
3. Tekdesk and the Peterborough Public Library assume no responsibility for, and make no claim to, any material on Community Calendars.
4. Tekdesk and the Peterborough Public Library do not claim any copyright, trademark, or other interest in information accessed through Community Calendars.
5. Tekdesk will provide training to one Community Calendar administrator at each library or organization. It will be the responsibility of the Calendar administrator to recruit and train Community Calendar moderators.
6. Tekdesk and the Peterborough Public Library do not make any guarantees or warranties regarding the Community Calendar software or any of the material posted on Community Calendars.
7. All Community Calendars must acknowledge the support of the Government of Ontario.

By signing the Community Calendar License Agreement your library is agreeing to the above mentioned terms and conditions.

Library: \_\_\_\_\_

Library CEO: \_\_\_\_\_

Administrator: \_\_\_\_\_

Administrator Contact Information: Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Option (1 or 2): \_\_\_\_\_

\_\_\_\_\_  
Library CEO Signature                      Date

\_\_\_\_\_  
Administrator Signature                      Date

