

Jefferson County Permissions and Trademark Guidelines

Revised: 11/10/2010

I. User Permissions

Users are permitted to access, view and utilize the Jefferson County Web site (www.jeffcointouch.com) for informational purposes. Data provided on the County Web site, and any derivative Web sites, relates solely to matters of local government and the operation of Jefferson County departments and services. Prior to linking a County Web site from any external Web site that is not owned and maintained by Jefferson County, Alabama (hereafter also referred to as "the County") permission must be obtained from Jefferson County as to whether the link is allowed. For additional information on this issue, please review our [Web Site Linking Policy](#).

With regard to all County Web sites, the use of Jefferson County intellectual property is governed according to all applicable County Web policies. For permission compliance, users must adhere to the following guidelines:

1. You may not copy and/or duplicate any content (audio, video, electronic documents, text, still images/graphics, animation, etc.) from a County-owned Web site and use it in an exact, similar or different manner than its original form on the County-owned Web site in question.
2. You may not copy and modify any component of a County Web site that would alter its size, shape, color or commit any other cosmetic disfiguration.
3. External links to and/or from any Jefferson County Web site must conform to the specifications outlined in the Jefferson County [Web Site Linking Policy](#).
4. Jefferson County may, at its discretion, exercise its right to request that anyone in violation of this policy cease their actions and discontinue any future activity which may result in the misuse of the County's Web site and corresponding intellectual property.

II. Accessible Files

Electronic documents/files, and their corresponding filename extension, that can be accessed and/or viewed on any County Web site include but are not limited to the following:

- Microsoft® Word® (.doc or any variation)
- Microsoft® Excel® (.xls or any variation)
- Microsoft PowerPoint® (.ppt or any variation)
- Adobe® Acrobat® PDF (.pdf or any variation)
- Web Page (.htm, .html or any variation)
- Adobe® Flash® (.fla, .swf or any variation)
- Multimedia (.avi, .wav, .wmv, .mov, .rm or other applicable variations)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg, .jpeg or .jpe)

III. Statement of Trademark Rights

Whether plainly stated or intuitively implied, any applicable symbol (logo, image, graphic, etc.), design, word, phrase or combination of any applicable symbol, design, word or phrase appearing on a County Web site should be regarded as having originated from Jefferson County and Jefferson County is the source of said intellectual property and claims all associated legal rights.

Jefferson County does not claim ownership or regulation of any third party trademarks. Legal entitlement on intellectual property owned by a third party, that is displayed on or linked from any County Web site, is held by each applicable third party entity. Users should contact the third party entity for clarification on their specific trademark policies.

IV. Online Content

Unless stated to the contrary, content (audio, video, electronic documents, text, still images/graphics, animation, etc.) available on any County Web site is the property of Jefferson County. Areas of the County Web site(s) where content download is permissible will be identified as such. Otherwise, all unidentified Web site components should be regarded as property of Jefferson County and unavailable to the general public for use. For content that is labeled as being available for download on any County Web site, the content should be used solely for personal use.

If a download option is not clearly stated for a County Web site component, access to the applicable component should be regarded as impermissible. Additionally, any reproduction, modification and/or redistribution of any County Web content is prohibited without written approval from the CIO, Jefferson County.

V. Permission Requests

To attain permission to use any content for purposes outside of personal use, please contact the Jefferson County Webmaster using the following information:

Mail to:

Jefferson County Courthouse
Attn: Webmaster – Permissions Request
716 Richard Arrington Jr., Blvd. North
Suite A-700
Birmingham, AL 35203

Fax:

(205) 325-5613

Alternatively, you may submit your request via e-mail to webmaster@jccal.org. Note: Upon completion of the review process, only submitters of approved requests will be notified.