

Washington Library Association

WORLD WIDE Web Site GUIDELINES

I. Washington Library Association Web Site

- A. The Washington Library Association (WLA) Web site is an electronic publication. As such, it is the ultimate responsibility of the WLA Executive Board.
- B. The WLA Web site will be used for informational purposes consistent with the mission and policies of WLA. It will:
 - 1. Provide WLA members with up-to-date information on the Association, its activities, and related library links.
 - 2. Include most general Association information otherwise available in a print format.
 - 3. Take advantage of new technologies to provide other information and services as well as information in new formats, when feasible.
- C. Existing publication policies are applicable.
 - 1. The WLA Executive Board is the final authority over all publications.
 - 2. Publication editors are responsible to the WLA President through the Coordinator of Communications.
 - 3. All WLA electronic documents will be hosted at this site.
- D. The Publications Council will serve as the Web site oversight committee. The Council will:
 - 1. Oversee the continued development and revisions of the Web site as well as the guidelines for its contents and use.
 - 2. Assist and advise the Webmaster.
- E. Information for the WLA Web site will be edited and designed based on existing policies and practices used to design and publish other Association publications.
 - 1. Additional content areas must be approved by the Coordinator of Communications upon recommendation of the Publications Council.
 - 2. Changes to the scope of previously approved content must be approved by the Coordinator of Communications.
 - 3. Corrections and revisions of previously approved content may be made by the Webmaster, in consultation with the Coordinator of Communications or Association Coordinator, as appropriate.

II. General Guidelines

- A. The WLA logo must be used on all Web pages and electronic publications.
- B. Information about the association must be approved by the WLA president or designee.
- C. The WLA Webmaster is responsible for posting all additions, corrections or changes to the Web site, in accordance with WLA guidelines.
- D. The WLA Web site will be continually updated and improved.
 - 1. The Association Coordinator is responsible for providing the Webmaster with updates of association information that is contained on the Web site.
 - 2. Although every attempt will be made to keep information current and accurate, WLA cannot guarantee the accuracy of the information provided.
 - 3. All parties providing information on the WLA Web site warrant that copying, distribution and use of such materials in connection with the WLA Web site do not violate any other party's proprietary rights.
- E. The Web site will be tested using appropriate, currently licensed browsers; all content will be monitored for ADA compliance.
- F. The Coordinator of Communications reserves the right to temporarily remove any link from the WLA Web site, if there is reason to believe the information on the page could be detrimental to WLA. The link will be reestablished upon recommendation of the Publications Council and approval of the President and Executive Board.
- G. Copyright laws
 - 1. Any person who deliberately copies a copyrighted work, without permission or proper authority, violates the copyright law.
 - 2. With a written release from the copyright owner, materials may be copied in accordance with the conditions set by the copyright owner.
 - 3. Since 1989, written and graphic materials, other than government materials, are protected by copyright as soon as they are in "fixed form" and do not have to display the © symbol to receive this protection.
 - 4. Educational use includes some exceptions, covering a very limited area, which are allowed under the "fair use" section of the law, depending on the intended use of the material, number of copies made and the effect the copying would have on the value of the materials to the copyright owner.

III. Interest Group Web site(s)

- A. With the Coordinator of Communication and Publications Council's approval, any interest group may create an interest group Web site.
- B. Once designed, an interest group Web site must be approved by the Coordinator of Communications and reviewed by the Publications Council prior to posting.
- C. Once posted, all significant changes or additions must be approved by the interest group Chair.
- D. All interest group Web site pages must comply with Association Web site guidelines, Association Publication policies, and all other applicable laws and regulations.
- E. Each interest group Web site must include the following information:
 - “The content of this page is the sole responsibility of [Interest Group name]. Please send comments and report problems to [the e-mail address of the individual responsible for the page]. ©Washington Library Association [and the date the page was last updated].”
- F. Updating is the sole responsibility of the interest group creating the Web site. The Webmaster reserves the right to temporarily remove an interest group Web site for failing to maintain current information on the page. The link will be reestablished upon approval of the Webmaster.