

# **NJLA Web Site Guidelines**

ADOPTED by the NJLA Executive Committee - January 21, 2003  
NJLA Publications Subcommittee

The New Jersey Library Association maintains a web site at [www.njla.org](http://www.njla.org) to communicate its mission, goals and activities to its members and the larger library community and to facilitate electronic communication among all organizational units.

The web site is an electronic publication subject to the policies of the NJLA Executive Board. The Publications Subcommittee of the Professional Development Committee is responsible for the oversight of the web site in accordance with the Association's policies, desired image and needs of the member units.

The web site will continue to be hosted and maintained by Burlington County Library. An association webmaster will be retained to develop the association site in accordance with content, style and technical guidelines established by the Publications Subcommittee.

Each section, roundtable, committee and subcommittee (unit) will have its own home page on the NJLA web site with a description of its mission, list of officers, links to its listserv and membership directory and other standard information. Each unit will appoint a webmaster to maintain its site in coordination with the NJLA webmaster. Ad hoc groups may request temporary web sites and listservs to facilitate their work. This will be the unit's only official site.

Units are encouraged to develop these home pages for their members according to the following guidelines:

1. Web pages will be reviewed at least monthly and updated as needed. Information promoting events will be removed as soon as the event takes place.

2. Style guidelines and technical procedures established by the Publications Subcommittee and the NJLA webmaster will be followed.

3. Content will be related to the unit's mission and activities and may include official documents, including meeting and program announcements, minutes, annual reports, handouts and summaries of programs and activities, survey results, newsletters and other publications. Additional links to other web sites of immediate interest to unit members may be created.

4. Information that is considered inappropriate for unit home pages includes content not related to the unit's business or activities and advertisements.

5. All content will adhere to applicable copyright and other laws.

The Publications Subcommittee reserves the right to change or remove any

information or link on a unit's web site to assure accuracy, timeliness, design integrity and the professional image of the association.