



William Madison Randall Library

The University of North Carolina at Wilmington

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Web Page Hosting Policy

Randall Library faculty and some staff members are adept at web page design and the library manages its own servers. Therefore, librarians serving on university committees or library organizations are occasionally asked to serve as the group's webmaster. The following guidelines explain how library employees should carry out such commitments:

- Library faculty and staff should seek approval from their immediate supervisor before committing to use work time or equipment for the creation and maintenance of non-library web pages.
- Websites not affiliated with the library or library services should typically be hosted on non-library servers (either other UNCW servers or through commercial servers.)
- Requests to use Randall Library servers should be approved by the University Librarian and the Associate University Librarian for Computing Services before agreeing to accept the responsibility.
- Groups for which a librarian or library staff member serves as webmaster using UNCW equipment or work time should be UNCW-affiliated or organizations of an academic nature, preferably library-related.
- The webmaster should get clear identification of who on the group may provide content for the web site. Preferably, such authority would reside with the chair of the group.
 - At the beginning of the agreement to serve as webmaster, the chair of the group should agree that the website will be compatible with:
 - UNCW Web Site Minimum Standards & Style Guidelines
<http://www.uncw.edu/marketingcommunications/documents/WebSiteMinimumStandardsAndStyleGuidelines.pdf>
 - UNCW Responsible Use of Electronic Resources
<http://www.uncw.edu/policies/07-100-useelectronicres.htm>
 - ALA Library Bill of Rights
 - U.S. Copyright Law
- Library-based webmasters should be particularly diligent about getting permission to reproduce copyrighted content from other sources. Usage fees, if any, should be paid by the sponsoring unit.
- The Library also maintains archival web pages for entities which have designated the Library as their official archive.
- Websites hosted on Randall Library servers that are not Randall Library-related should carry the following disclaimer:
 - Randall Library, UNCW, is host to this website, but does not necessarily endorse the views presented in the site.

May 28, 2009