# Treasure Valley Community College

Code: EGADB/IIBGB-AR
Revised/Reviewed: 10/14/09; 2/15/11

## Web Page Guidelines

All web pages must follow College guidelines and be approved by the appropriate administrator/supervisor and/or webmaster prior to publication.

### Content

All web pages must:

1. Contain name, address and College e-mail address of the author;

2. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;

3. Contain current and accurate information;

4. Include a copyright statement, if appropriate;

5. Use College templates;

6. Contain a created or modified date and the name or initials of the person responsible;

7. Identify College affiliation and contain a link to return to the College's home page.

Links to other than College sites are subject to approval by the webmaster. All links should be checked regularly and revised as necessary.

Use of web pages for financial gain is prohibited.

### Standards

Web page authors shall:

1. Comply with Board policies, administrative regulations, these guidelines and copyright laws;

2. Respect the rights of others;

3. Maintain the privacy of others;

4. Use web sites for academic, educational and research purposes only;

5. Use conventions of standard English or other languages.

Web page authors shall not:

1. Display abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit or illegal material;

2. Use web site for commercial, unauthorized purchasing or illegal purposes.

**Disclaimer**

The following disclaimer will be published on all web pages:

*"The accuracy and quality of information cannot be guaranteed. The College will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties."*