

Policy - Web Site Policy

The University Library
GSU, I-16
Organizational Memorandum No. 16
02/04

Purpose: The purpose of The University Library Web site is to support the Mission of The University Library by providing web services that support the teaching, learning, research, service, and informational needs of the Georgia State University community. The University Library Web site supports this purpose by:

- Providing electronic access to library resources, selected Web sites, librarian-produced content, and other appropriate information
- Providing electronic access to library services that support remote users, specifically through web applications and forms that provide interactive, transactional, or communication capabilities
- Providing intellectual access by serving as an instruction and learning tool
- Promoting the full and effective use of library services and resources
- Providing information about services, resources, policies, and activities of The University Library.

Compliance: The University Library Website is an official publication of the organization. All web pages contribute to the organizational "voice" of our institution and reflect on our institution's professionalism and credibility. Anyone publishing, editing, or contributing content to the web site must follow this Policy and the associated Web Development Standards and Procedure Manual. Any page(s) not in compliance will be removed from the site per the procedures found in the Web Development Standards and Procedure Manual.

Design, Development, and Content Policies: To support the highest standards of academic library Web development, it is the policy of those that create and maintain the library Web site to:

- Provide well designed web page interfaces, navigation menus, and pages that download and work effectively for user web devices
- Provide web content that is current, accurate, and has link integrity. Content created should be minimal in its use of academic, library, or technical jargon, but not unnecessarily over-simplified. All content should have identifiable authors, editors, or contributors embedded in the page to establish credibility and a contact point for the content in question
- Provide a web presence that supports current development and protocol standards from W3C and is compliant with [Priority 1 and 2 levels of the W3C Check-list](#). This practice will bring us in compliance with Section 508 (www.section508.gov).
- Provide a web presence that displays on the most commonly used web browsers and display resolutions and degrades gracefully on older browsers

- Provide web services designed around usability studies and evidence-based research to ensure that our web presence is user-centric
- Provide web content contributors and authors with standards, procedures, and guidance through the availability of a Web Development Standards and Procedure Manual
- Provide web content contributors and authors with development support and training which incorporates the Web Development Standards and Procedure Manual
- Provide a web presence that complies with organizational standards and technical specifications by vesting oversight and management of the Web Development Standards and Procedure Manual in the Technology Planning Committee
- Provide those who create and maintain the library Web site with the means to petition for changes to the Web Development Standards and Procedure Manual through the Technology Planning Committee.

Use of Images on the Library Web Site: All images used in the library web site that are not created or owned by Georgia State University (GSU) Library or Georgia State University are believed to be in the public domain. Any image that is not in the public domain, created by GSU Library or GSU, or that has not been cleared with permission for use on the site will be removed immediately.

All images not created or owned by GSU Library or GSU that are used in library pages must either be in the public domain or used with the written permission of the copyright holder. Each image must be properly cited and include information such as where it was obtained, its copyright status, and any permission obtained regarding its use. If the author cannot verify that an image is in the public domain or get permission from the copyright holder, then that image cannot be used on the library Web site.

The use of images and graphics taken randomly from the Internet is not within fair use guidelines, and as such is an infringement of copyright, are not lawfully acquired, and do not fit within the limited distribution guidelines required for fair use.

Approved by Library Administrative Council (LAC), 08/19/03; Revised by Web Dev Librarian and approved by LAC 12/14/04.