

Society of California Archivists (SCA)
Handbook section: 4-13
website Policy

LOCATION

<http://www.calarchivists.org>

PURPOSE

The SCA website is administered by the Outreach and Publicity Committee. The SCA website helps to fulfill the overall responsibilities of this committee by providing the Society of California Archivists' membership and other interested individuals and organizations with centralized, accurate, authoritative, and current information on policies, programs, and educational opportunities, as well as other administrative documentation related to the society.

The SCA website will serve to disseminate information about the archival profession and enhance communication amongst the SCA membership to fulfill the Society's mission and purpose.

POLICY

In the interest of member safety and privacy, information required on contact pages will be limited to name, title, institution, e-mail address, and office telephone number.

Members of the Outreach and Publicity Committee will review the website annually to ensure it remains responsive to the needs of the membership, in light of changing informational and technical requirements.

The webmaster

The webmaster is responsible for frequently reviewing the website, and alerting SCA officers and Committee Chairs to content under their purview that is outdated or inaccurate. Such content should be removed from the website once identified. Committee Chairs are responsible for content concerning their area of responsibility, and must submit any changes or additions to the webmaster (preferably in an electronic format).

The webmaster is responsible for posting revisions to the website submitted by the SCA Board or Committee Chairs in a timely manner.

The webmaster will be identified by the Outreach and Publicity Committee Chair(s) and appointed by the President of the Board of Directors to serve an open-ended term. The webmaster will be considered a member of the Outreach and Publicity Committee.

Certain items and information will not be posted on the SCA website. These may include items that are considered available to members only and some items that are available for purchase by both SCA members and the general public. Members of the Outreach and Publicity Committee, in consultation with the SCA Board, should regularly evaluate materials which are not posted on the SCA website as part of their role in ascertaining the current informational needs of the SCA membership and the role of the SCA website in meeting those needs.

These may include:

- Membership Roster
- Most current SCA Newsletter
- Directory of Archival and Manuscript Repositories in California

PROCEDURES

Whenever possible, content submissions for the website should be made to the webmaster in an electronic format.

Postings of a time-sensitive nature, such as workshop or meeting announcements, should be forwarded to the webmaster as early as possible.

Individuals recommending changes or additions to the website should submit their recommendations to the Committee responsible for the informational content of that section. If a Committee is not apparent, or the issue is of a broader nature, the proposal may be submitted to the Board.

Changes of a minor nature, such as changes of contact information or typographical errors, may be submitted directly to the webmaster.

Committees may submit revisions or additions to the website directly to the webmaster.

Proposals for major content or structural revisions must be submitted to the Outreach and Publicity Committee for review and referral with a recommendation to the Board.

STANDARDS

Information must remain current.

The SCA website should point to existing websites (where appropriate) instead of recreating data.

Static documents such as policies and forms placed on the Internet should be in HTML and/or PDF formats to maintain the integrity of the documents when viewed on various platforms and with differing operating systems.

Policy adopted 4/99 (RB); amended/revised 04/02 (ejs)