

SAMMIE Electronic Communications Policy/Guidelines

- A. SAMMIE Electronic Mailing List
 1. All SAMMIE member libraries are encouraged to subscribe.
 2. Non members with an interest in SAMMIE or its 18 county region may subscribe.
 3. SAMMIE office will be the final judge of acceptable membership.
 4. The list is not monitored. Subscribers may post messages at will.
 5. Message content should focus on libraries, SAMMIE or the 18 county region. No commercial advertising.
 6. Copyright laws must be adhered to whether posting messages or using information from the list.
 7. Be courteous of fellow list members and follow acceptable Netiquette.

- B. SAMMIE Web Site
 1. SAMMIE's domain name is sammie.org.
 2. The webmaster is SAMMIE's Technology/Office Manager.
 3. The site's target audience is its member libraries and other libraries in the 18 county region.
 4. The site content will include, but not be limited to:
 - Information about SAMMIE
 - SAMMIE Guide to Library Cooperation
 - Directory of member libraries
 - SAMMIE newsletters
 - SAMMIE's Professional Collection
 - News & announcements
 - Links to other web sites of interest to SAMMIE members
 5. Site will display appropriate notice of copyright ownership.
 6. Site will display a waiver of responsibility for content on linked sites.

- C. Member Web pages hosted on the SAMMIE Server
 1. All SAMMIE member libraries are encouraged to have a web page whether on the SAMMIE server or other host.
 2. SAMMIE member's web page addresses will be in the Minnesota Library Directory.
 3. Web pages will include at a minimum:
 - Name of library
 - Address of library
 - Contact information including e-mail address(es); webmaster; phone/fax numbers; staff designated for specific areas/services
 - Hours library is open
 - Schedule of regular activities
 - Services offered including any "specialities"
 4. Libraries using SAMMIE's server may use their own domain name or reside as an extension of another page on the server, with the permission

- of that page's webmaster.
5. Copyright laws must be adhered to when designing web pages.
 6. Member library pages will include a statement of their copyright ownership.
 7. Pages will include a "last updated" notation & be checked and updated at least every four(4) months.
 8. Questions/concerns about SAMMIE web hosting program should be directed to SAMMIE's webmaster.
 9. Libraries may store only their HTML and related files on the SAMMIE server
 10. User name & password issued for uploading HTML files to the SAMMIE server are the responsibility of the member library's webmaster and must be kept confidential. Not for public use.
 11. SAMMIE reserves the right to remove pages that do not comply with this policy.

**SAMMIE programs are the responsibility of its Governing Board.
Any questions or concerns about this or other programs
should be directed to the SAMMIE office.**