



Web Posting Policy

Purpose

The posting of new content to the Vigo County Government Web site is common practice at Vigo County Government. This policy has been developed in order to streamline the Web site content submission and posting process, to keep the quality of the Web site high, and to protect Vigo County Government from claims of copyright infringement.

Scope

This policy applies to all employees of Vigo County Government, as well as all Web sites owned and/or managed by Vigo County Government.

Policy

1. The following groups and/or individuals are allowed to submit content for posting:
 - A limit of two (2) Administrator's per Department/Office.
 - Multiple Content providers are allowed per Department/Office.
2. The following types of content are allowed to be submitted for posting:
 - Content directly relating to your Department/Office's daily business or Duties.
 - Information beneficial to the public, and relevant to your Department/Office.
 - Events or scheduled dates that directly relate to your Department/Office.
3. All Web content submitted must be approved by the Department Head or Office Holder prior to posting. The following individuals are charged with maintenance of, and retain the right to edit, request changes, approve, or deny submitted content of the Official Vigo County Web Site: Staff of the Vigo County Data Center.
4. All Web content submissions for the main home page or featured items must be sent to the Data Processing Staff. Submissions via E-mail are requested but all submissions will be accepted.
5. All submissions must be entered at least 3 days in advance of the requested posting date. If significant changes are required to the content, this timeframe may be extended.
6. Only the following file formats should be submitted for posting: MS Office Documents, HTML Documents, Text Documents, PDF Documents and WordPerfect Documents (WordPerfect documents should be forwarded to Tony Miller for submission).



7. The following content elements must be avoided since they may not be translatable into Web page format: Large graphics or photographs and Microsoft Publisher or other graphics design applications.
8. All postings must be checked for spelling, grammar, and factual accuracy. This check is to be completed or arranged for by the individual submitting the content. In addition, all postings must adhere to basic formatting and style standards.
9. All submitted content for the main home page should contain the following information in order to help facilitate posting:
 - Content author/creator.
 - Location of posting on Web site.
 - Date Document/Event should be made available.
 - Date Document/Event should be removed (if any).
 - Person who will be responsible for checking accuracy and contact person.

Submission of Copyrighted Work

No employee of Vigo County Government may reproduce any copyrighted work in violation of the law. Copyrighted works include, but are not limited to: text (e.g. articles), images (e.g. photographs), graphics (e.g. logos), sound recordings (e.g. MP3s), video recordings (e.g. movies), or software programs.

In some countries, such as the U.S., copyrighted materials are not required by law to be registered, unlike patents and trademarks, and may not be required to carry the copyright symbol (©). Therefore, a copyrighted work may not be immediately recognizable. Assume material is copyrighted until proven otherwise.

If a work is copyrighted, you must seek out and receive express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation. This also includes all copyrighted works held by Vigo County Government. In order to get permission to copy or reproduce Vigo County Government's copyrighted materials, contact the IT Staff.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

Employee Declaration

I, _____, have read and understand the above Web Posting Policy, and consent to adhere to the rules outlined therein.

Employee Signature

Date