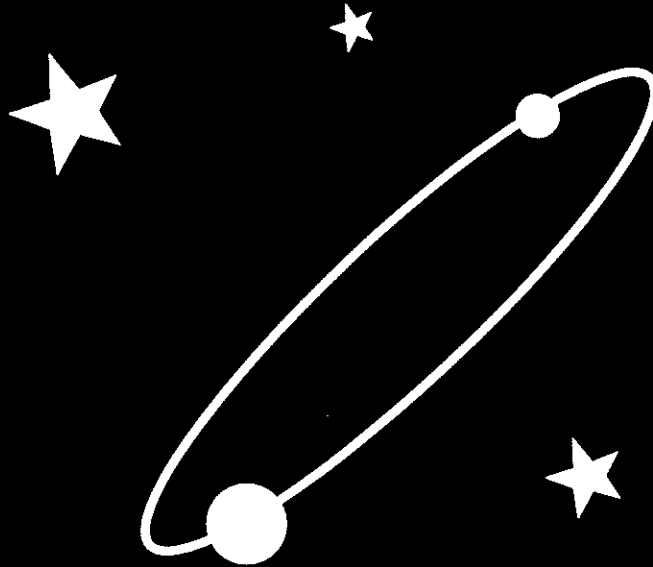


# NAVIGATE



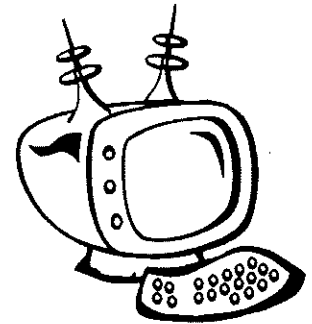
Your Travel Guide to the  
World Wide Web at Loyola

## BEFORE YOU BEGIN...

*The Loyola College in Maryland Web Site on the Internet is simply another tool for sharing information with various constituencies, similar to any number of publications, videotapes, advertisements, or news media placements that already are a part of the communications efforts at the College. Because it is easily changed, electronic information is a cost-effective way of communicating to the campus and/or the world.*

*It is important to remember that the Web Site is available not only to the Loyola Community, but to the worldwide Internet community, as well. Regardless of the audience, the presentation of the information will be held to high standards of clarity, accuracy and organization. These standards pertain to both official pages of the College as well as individual pages produced by members of the College Community. In the interest of maintaining Loyola's market position, it is also critical that the content and appearance of the Web Site be consistent with other communications vehicles.*

*This document outlines guidelines for the types of information suitable for the Loyola Web Site and College policies regarding the appropriate use of electronic information.*



## STARTING YOUR JOURNEY

### *What Types of Information Should Be Placed on the Web?*

- \* In general, any printed publication or information sheet is a potential electronic information resource, including handbooks, guides, brochures, calendars and event listings, information sheets, press releases, catalogs, and viewbooks.
- \* Any document that already exists as a computer file can easily be converted for placement on the web site, such as *The Bulletin*, *The Greyhound*, faculty and administrator handbooks, student handbooks, honor code, etc.

## CAUTIONS FOR WEB TRAVELERS...

### *What Types of Information Should NOT be Placed on the Web?*

- \* Information may not be posted unless you have obtained appropriate permission to make the information available (see *Obtaining Your Tickets*).
- \* No rumors, hearsay, or unverified reports. The information should be factual and accurate.
- \* Information that violates federal, state or local laws. Specifically, please be aware that the federal copyright law applies to information distributed on the World Wide Web. If you want to place material on the Web that you think may raise an issue under copyright law, please contact the Office of Public Relations for advice.
- \* Information that is pornographic, obscene, injurious, harassing or defamatory.
- \* Information that is of commercial or for-profit nature unless it is related to Loyola College and has been approved by the appropriate Vice President.
- \* Information advocating a political or partisan position is permitted, but should remain at the level appropriate to academic discourse, respectful of alternate views, and should clearly state that opinions expressed are those of the individual author and not of Loyola College in Maryland.

## PASSPORTS, VISAS & OTHER REQUIREMENTS

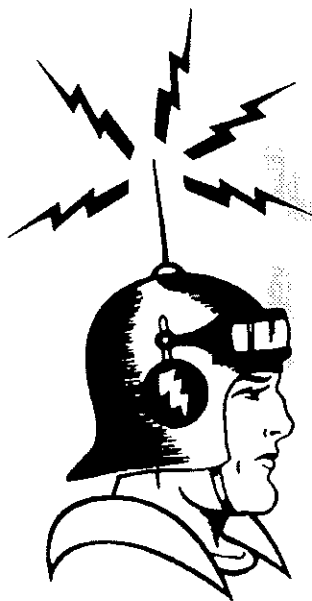
- ★ Official departmental pages on Loyola's Web site will be the responsibility of individual departments. No one has the ability to alter them. It is understood that each department will maintain current information and data on their sites, that information will accurately reflect the policies of Loyola College to the fullest extent possible, and that standards reflecting Loyola's Jesuit and Mercy traditions, as well as good taste and decency, will be upheld. The sites will be periodically reviewed by the Office of Public Relations to insure that information is current and appropriate. Violations will be reported to the appropriate dean/vice president.
- ★ Use of Loyola's server and/or Web site is a privilege, not a right, and can be revoked by the College at any time.
- ★ Official pages on the web shall carry a stamp indicating when they were last updated and the e-mail address of the person in charge of maintaining the page.
- ★ Any department that posts a site purporting to present information about official College policies must include the following statement somewhere on the page:

The information contained in this site is subject to change and does not constitute a contract between the viewer and Loyola College in Maryland. The College reserves the right to change any courses, schedules, calendars, and any other provisions or requirements when such action will serve the interests of the College or its students. For official policies, please consult the catalog.

- ★ Web sites for organizations related to the College already in existence (such as the Lattanze Center) may wish to establish links to the Loyola Web page; likewise Loyola will provide links to those pages if requested.

## MEET YOUR NAVIGATION CREW

- ★ Information Services (IS) is responsible for managing the IBM RS/6000 machine that serves as the Web server and hosts many of the Loyola pages. IS will take steps to insure the integrity, security and reliability of the hardware and software and will generally function as the "system administrator" of the Web server. IS will also maintain contact with the Internet community to ensure that other pages that point to Loyola's site are accurate.
- ★ All official pages on Loyola College in Maryland's World Wide Web site will include the graphic interface designed by the Office of Publications. Information providers are urged to contact Publications, Public Relations, Academic Publications and/or Information Services for assistance in preparing and posting information. This is particularly important in the use of copyrighted material or images, when permission of the copyright holder must be obtained.



www.loyola.edu

## OBTAINING YOUR TICKETS

### *How to post information on Loyola's Web Page:*

#### 1. Become an Information Provider

- \* Attend an orientation session offered by Information Services.
- \* Complete a Web Site Provider Agreement, available at the Information Services orientation, that outlines your responsibilities and provides a brief description of the information you plan to post. You must secure the permission of your dean or Vice President to post a page on the Web Site. Student groups must secure the permission of the Vice President of Student Development.

#### 2. Attend a Consultation Session

- \* During the session, you will receive an account and a password for the Web site.
- \* Learn how to post information.
- \* Learn how to format your documents correctly, using the graphics interface and your information.

#### 3. Finish Posting Your Information

#### 4. Periodically Update Your Information

- \* Reply to all inquiries to your information resource.
- \* Keep your page timely and accurate.



## ALL ABOARD!

★ The following disclaimer will be posted on the Loyola Web site link leading to personal home pages:

*Loyola College in Maryland recognizes the value and potential of personal publishing on the Internet, and so allows students, staff and faculty to experiment with producing personal Web pages accessible through the Loyola server. However, the opinions expressed in these pages are strictly those of the page authors, and comments on the contents of these pages should be directed to the page authors. Any pages that are deemed in violation of official College policies and/or contrary to standards reflecting Loyola's Jesuit and Mercy traditions shall be subject to immediate removal from the Loyola College network.*

