


# PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
		Effective Date:	
Section		Subject	Title Web Page

The following policy applies to any club, organization, faculty, staff, or non-LDCC owned entity who wishes to link their site directly to the Delta web page or pages.

1. All pages must first and foremost clearly represent LDCC and its mission in an appropriate manner. Appropriate is defined as:
  - A. All primary web pages must be formatted on a standard template approved by the Department of Public Relations and the Chancellor. The standard template will include name of club, some basic information about the club and its mission, contact information, and a link to subsequent club pages, which must adhere to the following requirements. Room for photos and/or bulletins will be provided on the home page. Club pages must be club-centered, not department/class/personal in focus.
  - B. Logos/site colors must adhere to the current LDCC color scheme. Individual logos may be created, but they must be immediately recognizable as part of LDCC and are subject to approval by the Department of Public Relations and the Chancellor.
  - C. Only content reflective of LDCC’s programs & positions may be displayed or linked on LDCC websites.
  - D. Links to personal pages, or web sites that have no direct connection to the mission of the club or organization, will not be permitted.
  - E. Expression of personal views or links to sites that express views different from LDCC, is strictly prohibited.
2. All web sites and their individual pages must be updated regularly. This includes all outdated announcements, events, and other content that could be considered currently relevant. Old information may be archived in links on the page.
3. Due to individual student internet access (e.g. “dial-up” connections), images should take no longer than one minute to load onto a page.
4. Forums, discussion boards, or blogs are permitted, but they should be monitored regularly to ensure content is appropriate in keeping with 1.D. above.
5. Web commerce, including solicitation of donations, sale of items, or links to commercial web sites, is not permitted, except for the Louisiana Delta Community College Foundation. Sale of club merchandise, such as T-shirts, or collection of club dues, should not be conducted through the web page. Commercial endorsements of a site or a club are not permitted. State law prohibits educational institutions from endorsing commercial/business enterprises.

6. The Department of Public Relations and a designee from Student Affairs is responsible for reviewing and approving both new and existing club/organization/faculty/staff pages. The Department of Public Relations has the right to request changes in any web page, or links to that page, that do not meet the policy guidelines listed above. If changes are required in existing/proposed pages, they must be submitted for approval to the Department of Public Relations.
7. Appeals to this policy, or requests for exemptions, should be submitted in writing to the Director of Public Relations.