

Monmouth College

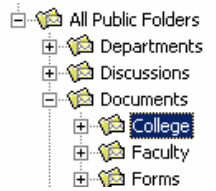
World Wide Web Publishing Agreement

Department Pages

Webmasters at Monmouth College perform the following functions:

- Within their unit, they coordinate the gathering of accurate information for the Web page and decisions about how the information will be organized.
- Determine within their unit how often page information is going to change and when information will be updated.
- Integrate Web information into their unit's publication cycle.
- Prepare the information for display on the Web by saving it in the appropriate file type (See Web Design Guidelines).
- Respond in a timely fashion to e-mail inquiries generated by their pages and to Webmaster queries related to their unit.
- Verify that the information they place on the Web is accurate and current.

As a webmaster , I agree to accept the responsibilities outlined for the unit designated below. I have read and understand the documents *Information Systems Policies and Procedures* and *World Wide Web Publishing Policies* (located in the Outlook public folders...see illustration to the right) and will comply with their requirements.



Name of Department/Group/Unit: _____

Name of Webmaster (please print): _____

Phone Number: _____ **E-mail address:** _____

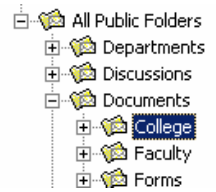
Signature of Webmaster: _____ **Date:** _____

Department Head/Supervisor Section (to be completed by the Department Head/Supervisor)

I authorize the individual mentioned above to act as a designated Webmaster for

(Insert name of web site address:) **http://department.monm.edu/**_____

I have read the Webmaster AGREEMENT and understand the responsibilities involved, I have read and understand the documents *Information Systems Policies and Procedures* and *World Wide Web Publishing Policies* (located in the Outlook public folders...see illustration to the right) and will comply with their requirements.



Signature: _____ **Date:** _____

Department Head/Supervisor (please print): _____

Title of Dept. Head/Supervisor: _____

Phone Number: _____ **E-mail address:** _____

Office Use	Server: _____	Title: _____	Code: _____	Date: _____
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