# Monmouth College
World Wide Web Publishing Agreement
Student Organizations

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.
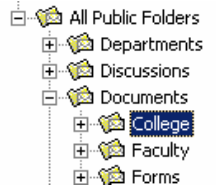
Name of Organization: _____

Name of Webmaster(s) (please print): _____

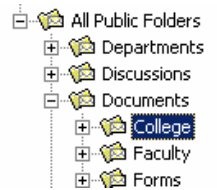**Phone Number:** _____   **E-mail address:** _____

Initials of Webmaster(s): _____   **Date:** _____

Sponsor of Organization (to be completed by the Sponsor of the Organization)

I authorize the individual(s) mentioned above to act as a designated Webmaster(s) 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 of Sponsor: _____ **Date**: _____

Sponsor of Organization (please print): _____

Title of Organization Sponsor: _____

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

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

WWW App - Student Organization.doc   Monmouth College   July 13, 2000