

# OOUF Website Policy

## **The purposes of the website and email lists include:**

- To provide current information about OOUF's mission, organization, ideas and events, activities, and opportunities to members, potential members, friends, visitors, and the larger community;
- To facilitate internal communication of Board and administrative decisions to members and friends (defined here as regularly attending and/or giving nonmembers);
- To provide external communication to others who are subscribed (those planning on moving to the area, visitors, friends of the Fellowship, other congregations in our community or District) so potential members can observe what we stand for and what our collective personality is;
- To provide historical documents for review (growth planning, archives/history, committee reports, Board Minutes, bylaws, previous budgets, newsletters, etc.);
- To provide social opportunities and community-building.

## **Email Policy**

Email lists are inherently not private. You can find a copy of the privacy policy for OOUF here:

Because there is a cost to sending large quantities of emails out to our list, we only allow certain people to use the list. Other group emails must go through the Office Administrator or other approved user.

We can send the newsletter to our blind members in RTF format upon request, so their screen-readers (a computer program that reads the newsletter aloud to them) can read it. (Some PDFs are readable, others are not.)

## **Content That Is Acceptable on the Website**

Content is generally created by the members of the congregation and posted by the Office Administrator at their discretion. Content from outside groups can be posted in the News section.

**Items that will be rejected:** •Commercial endorsements; •Endorsements of a political candidate or party; •Letters to the editor; •Controversial essays by members; •Private street addresses except by explicit permission; •Outside advertising; •Personal events or family news (health, family visits, travel news, recipes...); •Copyrighted content without permission from the owner; •Content that is abusive, insulting, threatening, obscene, hateful, racially, or ethnically objectionable, or that contains inappropriate personal or embarrassing information. **We do not identify photos of children by name on the website.**

## **More Guidelines:**

- If text is in a graphic, it absolutely must also be in plain text on a webpage, or weekly update or announcement sheet. Use the "Alt" tag as a minimum requirement;
- Administrator should keep the tables of contents/sitemaps up to date;
- Committees and other groups should check the website periodically to make sure their information is up to date.
- The webmaster retains the authority to shut down pages (or de-link them) when sufficiently out of date as to be misleading.

## **OUIF Web Posting Policy (Continued)**

### **Working with the Board**

The webmaster seeks to serve the Board and to help the Board to communicate with the congregation. To those ends, the webmaster needs certain specific information in a timely fashion from the Board Secretary.

This could include (but is not limited to):

Minutes submitted for the website within eight days of the next Board Meeting

Board approved updates for policies, Bylaws, restructured committees, committee members, committee charges, and any PR needed for Congregational Meetings and other larger events.

### **Membership**

Cooperate with the Membership Committee to keep both email list and membership lists and Directory up-to-date. The Membership Committee will keep track of visitor dates for receiving the newsletter, and inform the list managers and membership of changes and withdrawals. To the extent they are comfortable with the process, the Membership Committee is encouraged to update email lists and other online databases directly, with assistance from the webmaster as needed.

### **Tracking Website Use**

Our website software automatically gathers information from your browser and may set a cookie to determine trends in peak activity, determine the number of visitors, track the frequency that individual pages are accessed, and to ensure our links are working properly. For each visitor to our website, our websitehosting server automatically recognizes the visitor's domain name, IP (Internet Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations.

**We do not employ spyware or adware of any kind.**

### **Links to Third-Party Sites**

This website contains some hyperlinks to websites operated by parties other than OUIF, for your reference only. The inclusion of hyperlinks to other websites does not imply any endorsement of the material on these websites or any association with their operators.

### **Information Accuracy**

OUIF will make every effort to ensure that the information presented on our website is accurate.

If inaccuracies occur, we will make every effort to correct them in a timely manner. To report any website inaccuracies or for questions about these policies, please contact us.

### **Ownership**

This website is owned and operated by the Oberlin Unitarian Universalist Fellowship, which is entirely responsible for its content. This work is licensed under a Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 Unported License. This policy is a living document and may be changed or updated from time to time. If you have any questions about our Privacy Policy, you can contact us at [office@ouuf.org](mailto:office@ouuf.org).