



# Web Site Information Provider Agreement

Every institutional page of the LSTC web site is required to have a registered information provider. All information providers for institutional pages must complete, sign and submit an Information Provider Agreement Form to be filed with the Communications and Marketing Office.

Information Providers for the LSTC web site perform the following functions:

1. Work with others in their department, office or program, to gather, write and transmit to the web manager accurate information and updates for their web page(s).
2. With the input of colleagues and the web manager, determine how the information will be organized.
3. With colleagues in their department, office or program, and the Communications and Marketing Office, determine an editorial plan that sets how often to update their page information. Follow through on this plan to assure timely information is posted and out-dated information deleted or modified appropriately.
4. Regularly visit and, following Communications and Marketing Office Style Guidelines, provide information electronically for their web pages to the web manager.
5. Work with Communications and Marketing to integrate web information (what goes onto web pages and when) into their publication and communications cycle (e.g., publicity for Leadership Conference and other events at LSTC.)
6. Serve as the contact listed on the department, office or program homepage. The Information Provider's email address and phone number will be listed for inquiries related to information on their web pages.
7. Verify that the information they provide for their web pages is accurate and current.

Information Providers may be changed by office, department or program when it becomes appropriate or necessary by contacting the Communications and Marketing Office.