

ADR SECTION

WEBSITE LINKING POLICY

PURPOSE:

To establish guidelines for the administration of the ADR Section Website and provide for efficient approval and installation of links to third party websites to be placed on the ADR Section Website.

GUIDELINES:

1. Except as provided in Paragraph 2 below, all submissions to the Website Administrator for links to the ADR Section Website shall first be forwarded to the Publications Action Team for review and approval.
2. If the Chair of the ADR Section receives a request to place a link on the ADR Section Website and determines that the proposed link (a) comports with the guidelines below, and (b) should be immediately linked to the Website, the Chair may approve the link to the Website without first submitting to the Publications Action Team for review and approval.
3. The Website shall identify the Website Administrator and contact information.

METHOD FOR APPROVING LINKS ON ADR SECTION WEBSITE:

1. The Publications Action Team shall review all proposed links and determine whether the links comport with the following:
 - would the linked website be of interest to the ADR Section members, and
 - is the link consistent with the expressed goals of the ADR Section.
2. If the Publications Action Team determines the answers to be YES, it shall request permission to post the link from an authorized representative of the site to be linked. If permission is received, then the Publications Action Team shall forward the link to the Website Administrator for posting on the Website.
3. If the Publications Action Team determines the answers to be NO, it shall notify the submitter that the link shall not be posted on the Website.
4. If the Publications Action Team is not certain whether the link satisfies the criteria in Method Paragraph 1 above, it may forward the link to the ADR Section's Executive Committee for determination.

METHOD FOR SEEKING LINKS TO BE PLACED ON OTHER WEBSITES:

1. The Publications Action Team shall review all requests that a link to the ADR Section website be placed on other websites, and determine whether:
 - The link would be in the best interest of the ADR Section members, and
 - The link is consistent with the expressed goals of the ADR Section.

2. If the Publications Action Team determines the answer to be YES, it shall contact an authorized representative of the website to which the link is sought, and request that a link to the ADR Section Website be placed on that third party website.
3. If the Publications Action Team determines the answer to be NO, it shall notify the submitter that it will not seek to post a link on the subject third party website.
4. If the Publications Action Team is not certain whether it is in the best interest of the Section to establish a link on a given third party's website, it may forward the request to post the link to the ADR Section's Executive Committee for determination.

ADMINISTRATION:

The Publications Action Team shall keep a record of all link requests and the disposition of each and will quarterly provide the Executive Committee with a copy of each request and action thereon.