Policies and Requirements for Contributing to FDLP LibGuides

Policies

Policies are subject to change as laws, regulations, and Superintendent of Documents policies change.

Scope

All guides must contain information related to the Federal Government. They may include government and non-government documents on government, educational, or commercial sites, but must be weighted toward Federal Government information.

All documents on all sites must be freely accessible to all users.

Inclusion of the following types of information will result in rejection of guides until it is removed:

- Classified information.
- Information designated as Official Use Only.
- Personally Identifiable Information (PII). Names, official telephone numbers, and email addresses are not included in this restriction.
- Documents that were intended for internal use only.
- Restricted materials, such as those from WikiLeaks.

Copyright

It is illegal for anyone to violate any of the rights provided by copyright except where the Copyright Act establishes limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability.

Content creators (CC) must be attributed appropriately.

Works with a "CC" will permit noncommercial copying and adaptation if the original author is cited as stipulated under a Creative Commons Attribution-NonCommercial-ShareAlike 2.5 License (https://creativecommons.org/licenses/by-nc-sa/2.5/)

ADA

- Guides must follow WCAG 2.0 compliance standards.
- Guides must meet the requirements of Section 508 of the *Rehabilitation Act*.

Requirements

All guides must meet the following requirements:

- Follow Scope, Copyright, and ADA policies.
- Direct users to Government Information Online (GIO) or contributor's library for questions.
- Options for public or social media comments can be disabled.
- Links and images must be set to open into new browser windows.
- All images and videos must be credited appropriately.
- When linking to external sites, set links to open in a new tab or window.

Recommendations

The following recommendations are not required, but are strongly encouraged to maintain consistency and increase user satisfaction:

- Use *GPO Style Manual* http://purl.access.gpo.gov/GPO/FDLP510
- Use plain language http://www.plainlanguage.gov/
- Review and edit guides as appropriate
- Include personal attribution: personal name or library name, phone number, and email address.