

Tennessee Library Association: Website Access Policy (adopted August 2012)

- TLA Unit chairs should communicate any information for the unit website to the TLA Webmaster, alternatively any member of the TLA Board of Directors may be granted access to the TLA website administration module if they choose. Contact the Webmaster for access permissions.
- Unit chairs will be given a URL to a website with the names of all of the members of their unit (i.e. Section/Roundtable) If a Univer chair wishes to send an email to the entire unit, s/he should email a draft of the email to the TLA Executive Director of the Webmaster so the email can be sent via the Members 360 database. This ensures that the email is sent to the most current list of members and maintains a history of contact with the members.
- TLA Board of Directors members who need other access to the TLA Members 260 Database (for example calendar access should contact the Executive Director or the Webmaster.