

Botany Website Content Management Policy

1. In this policy, Botany Website only refers to web contents access through URL (Uniform resource locator) <http://www.botany.ubc.ca> , but excludes sub-folders mainly maintained by personnel outside Botany IT, such as laboratory websites or course website maintained by faculty members or instructors.
2. Botany IT is responsible to maintain the technical side of Botany website, this includes, but not limited, to the following:
 - a) The designing and development of website structure
 - b) The maintenance of Botany webserver
 - c) Availability of the Botany Website, and
 - d) The security aspects of the Botany Website
3. The Department of Botany (and the designated Botany Website Change Advisory Board) is the sole owner of contents displayed on the Botany website, and is responsible for maintaining the accuracy and integrity of the content;
4. Botany IT will only follow instructions from the Botany website Change Advisory Board for adding new content, changing current content or removing content on Botany website, except in situations listed under “Exceptions”;
5. All requests received by Botany IT from third parties regarding content on Botany website will be direct to Botany Website Change Advisory Board for assessment and/or verification. Further instructions will be given to Botany IT from Botany Website Change Advisory Board regarding the request;
6. All requests of adding, changing or removing contents on Botany website should be sent in to the ticketing system and be picked up by Botany IT staff from there for records.
7. Exceptions:
 - a) If a person requires change of content on his/her own profile webpage, Botany IT can follow the instructions directly from the requester;
 - b) If a supervisor or manager requires change of the content related to the person under his/her supervision, Botany IT can follow the instructions directly from the supervisor or manager;
 - c) If the instructor (or one of the instructors) teaching a course require change of the content regarding the course, Botany IT can follow the instructions directly from the instructor;
 - d) If the designated manager or supervisor requires the change of the content related to the program or facility under his/her management or supervision, Botany IT can follow the instructions directly from the manager or supervisor.
 - e) If a person requires correction of an obvious mistake about a commonly accepted truth, Botany IT can follow the instruction from this person, if the IT staff dealing with the request feels confident about the truth.
8. In situations listed under “Exceptions”, Botany IT retains the right to only take instructions from Botany Website Change Advisory Board if there is any confusion or disagreement with the request for adding, changing or removing content on the Botany Website.
9. The individual users (who have authority to update content on Botany website), rather than Botany IT, are responsible for any legal issues such as copyright infringement and/or improper expressions on the Botany website. All inquiries or complaints will be directed to the Botany Website Change Advisory Board.
10. To list publications on the Botany website, we recommend the user link the listed publication to a URL on the journal website or citation page on PubMed.gov , rather than upload the PDF file of

the publication to the Botany website, unless the user has permission from the copyright holder to do so.

11. Botany Website Change Advisory Board's interpretation of this policy will prevail.
12. This Policy is not intended to set forth an exhaustive list relating to the content management of Botany Website. All users continue to be subject to all applicable laws and UBC policies (see UBC Policy Website <http://www.universitycounsel.ubc.ca/policies/index.html>).
13. Botany IT staff will maintain this policy. Due to various reasons, such as technology evolutions, this policy may require changes or/and updates. Botany IT staff or any Botany members can require change or updates to this policy. Botany Head must approve the change or updates.