

Rules of blogging

Purpose

The purpose of the Ritz Library blog is to promote information literacy and library communication at Dutchess Community College (DCC). It is to be used to convey information about library events, library tools (e.g. researching databases), library issues in the news, and relevant DCC information that pertains to the library.

Note: The blog will likely contain links to external websites and/or news articles not maintained by the library. The Francis U. and Mary F. Ritz library is not responsible for the content, practices or policies on those pages.

Policies and Procedures

- Tina Kiernan will be responsible for overall blog administration. Her email address is tina.kiernan@sunydutchess.edu and her extension is x8637.
- All members of the library staff are invited and encouraged to participate in blogging.
- Students and other faculty are able to leave comments which may be posted to the blog with the blog author's permission.
- The Ritz Library blog is to be used as a forum of education and communication to the staff, faculty and students of Dutchess Community College.
- Its purpose is to promote information literacy and communication of events going on or relevant to the library.
- It is expected that all blog posts will be of a professional nature and will reflect positively on the college. What you say will be read by co-workers, faculty, administration, students and whoever finds us on the internet.
- The blog is not to be used to express personal, political, or social opinions/commentary.
- The Ritz Library blog is meant to be fun and educational. It is an opportunity to convey relevant information from around the library; e.g., what can del.icio.us do for me, how does a student get a library card, etc.
- Remember it is very easy to damage a reputation, but difficult to create a positive one!

Before blogging

Ask yourself these questions:

- Is this information relevant to DCC and/or the library?
- Does this information positively promote the library?
- Did you verify the veracity of the information that you are posting?
- Do you need to cite any of the information?
- Have you checked your spelling and grammar?

Future Events

- Links of use to the library will likely be placed permanently on the blog; e.g. a link to myDCC.
- There is a possibility of creating podcasts and connecting to other tools of interest through the blog.