

**YALSA Board of Directors Meeting  
ALA Midwinter Meeting, Seattle  
January 19-24, 2007**

**Topic:** Proposed Wiki Guidelines

**Background:** At Annual 06 the Board charged the committee with developing guidelines for a YALSA wiki. The committee also felt it would be beneficial to develop a document that outline the basic functions of the many online tools that are now available and how YALSA might use them.

**Action Required:** Action

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**YALSA Wiki Guidelines - Drafted August 18, 2006, Updated Dec. 16, 2006**

**Mission:**

The mission of YALSA wiki is to provide collaborative space for members, librarians and teens to develop content that supports high-quality service to teens in libraries.

**Goals and Plans:**

YALSA will develop a Division wiki that will be organized by content areas - for example TTW, TRW, Booklists, Best Practices, etc. – and will be expanded to integrate new content as needed.

**Policies and Procedures:**

**1. Wiki manager(s):** Each wiki section will have a manager who is responsible for making sure the content added meets these YALSA wiki guidelines. Managers might be Committee chairs, Board members, or YALSA members of interest in a particular topic.

**2. Wiki Collaborators:** Collaborators for a YALSA wiki section will be defined by the content of the section. For example, some wiki sections might be open only to YALSA or specific committee members. Other sections might be open to the general public. Access to a wiki area as a collaborator will be determined when the wiki section is created.

**3. Wiki Content:** Upon request, committees and official member groups may obtain their own page or section of the overall YALSA wiki, provided that they designate an individual to manage that section and that it is kept up to date. Individual YALSA members are invited to propose content for the wiki. Proposals will be reviewed by the YALSA Editorial Advisory Board and will be approved, revised, or denied within two weeks of submission.

**4. Acceptable Use:** The wiki is YALSA-sponsored tool for use within YALSA and for outreach beyond YALSA. Lively opinion and commentary are welcome in wiki content. Wiki content creators are strongly encouraged to check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar before making a

post live.

Links to related content is encouraged, but wiki contributors should post original content rather than merely reposting entire items from other resources.

**5. Discussion:** Discussion on wiki topics is open to collaborators but maybe moderated by the wiki managers. Discussion, opinion, and reaction to content are welcome. Discussion should be relevant to the specific wiki page on which it is connected to. Spam, flaming, personal attacks, and off-topic comments are not permitted. YALSA reserves the right delete any discussion deemed inappropriate.

**6. Links:** Links to ALA, YALSA and other ALA-affiliated websites, wikis, and blogs will be provided. Other links to notable websites or blogs may be added to the wiki as deemed appropriate and needed.

**7. Copyright:** All content on the wiki would be governed by a Creative Commons license. Any content posted that is not original must have necessary copyright permissions attached to it. Significant content (more than 10% of a publication) from YALSA's revenue-generating publications will not be posted on the wiki.