

GUIDELINES FOR
ESTABLISHING WEBSITE LINKS**SUBJECT:** Guidelines for Establishing Website Links**POLICY NO.** 3**DATE:** September 27, 2002**APPROVED:****SUPERCEDES:**

July 23, 2002 (draft)

Preamble

The following guidelines were developed by the Network Executive Committee at their meeting on June 28, 2002, to assist staff, or individuals contracted to the Network, in determining which website links to include on the Network website.

As not all potential questions can be anticipated, should a request come up for which there is no policy, we will respond by stating that the request has been received and a decision to include will be made at the direction from the Executive Committee.

Guidelines**DO:**

- Validate website links quarterly to ensure all links are active. The appropriateness of the content should also be validated quarterly, if this is reasonable given resources within the Network secretariat
- Include notice on the page stating that the Network would appreciate being notified if a link is not accurate or directs users to an unintended destination. Also include statement that the Toronto ABI Network reserves the right to add/remove links as deemed appropriate.
- Circulate the list of links to the Advisory Committee yearly for review

DO NOT:

- Do not include links to private provider sites that are not accredited
- Do not include links to legal firms, vendors of health related products or personal web pages/sites