**Information Provider's Agreement**

I wish to become an information provider for my campus department or organization with the following understandings:

- I am responsible for the information that I provide via the Marshall University Web Server, and I will not publish copyrighted material without written consent from the copyright holder.

- I will sign my documents with an electronic mail address, and will regularly read and respond to messages sent to that address. Note: A special electronic mail address will be assigned based on the name of your unit (department or organization) for this purpose.

- I will use various web browsers to examine the information I make available via the Marshall University Web Server to check for problems in content or appearance.

- I will keep my information up-to-date and remove obsolete information. I understand that information made available via the Marshall University Web Server will not only be seen by the Marshall community, but nationally and internationally as well. The quality and timeliness of the information reflects on the contributor, the organization they represent, and on the Institute as a whole.

- In order to provide information for the Marshall University Web Server, I agree to act as an overseer of a shared disk which will be used as a storage location for the information provided by my department or organization.

- I further realize that as an overseer of a shared disk, I may grant access to other users to provide information for my department or organization via the Marshall University Web Server, and that it is my responsibility to see that they also honor this agreement.

**Overseer Information:**

Overseer's Name *(Must be a Faculty/Staff Member)*

Overseer's Username *(You must have a MUnet account to be an overseer.)*

Overseer's Phone Number

**Unit Information:**

Name of Unit *(Name of your department, organization, etc.)*

Suggested Abbreviation for Unit

*Please list one or more abbreviations (up to 12 letters in length) for your unit. We may need to use an abbreviation for your unit when defining your shared disk name, web address, and email address. Examples: HST or HISTORY - for the History Department, ENG or ENGLISH for the English Department, COB for the College of Business, etc.*

**Authorization:**

Signature and Date *(The signature of a Dean, Director, Department Head, or Faculty/Staff Advisor is required.)*

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