



Association of Zoo and Aquarium Docents and Volunteers (AZADV) Publication Guidelines

AZADV “official” publications include our website, Facebook page, *Symbiosis* newsletter, conference papers, etc. All AZADV publications are a great place to share information with fellow docents and volunteers from around the world; however, we all share a responsibility to keep them relevant, enjoyable, and welcoming, so please follow these guidelines.

As a general rule, official publications should be timely, related to a particular aquarium/zoo, or highlight an experience or contribution of an individual AZADV member. Examples include exhibit openings, photos and highlights of animals, info on docent/volunteer projects, etc. However, please remember to protect confidential and proprietary information. Be careful not to share aquarium/zoo news before it is released publicly by the aquarium/zoo.

Specifically:

- References to religion, religious belief, politics, or political beliefs are unacceptable.
- If you have a different opinion regarding a posting, please comment on the ideas and not the individual who posted them.
- Derogatory remarks regarding any person or organization are unacceptable.
- AZADV will not officially promote causes, products, and/or services of other organizations nor do we post links to them or to any inappropriate content.
- Any information that violates someone else’s privacy is unacceptable.
- Profanity or comments about race, gender or sexual preference is unacceptable.
- Photos, videos, and stories related to ordinary domestic household animals or pets are unacceptable.

The statement on the right side of AZADV's Facebook page clearly states that the Facebook group is for members only. While no official AZADV postings are placed on the Facebook page, board members do post timely and relevant AZADV information under their own names. On Facebook, the same above rules apply. Monitors keep a watchful eye and when necessary, will remove an item and warn the poster by private message. Those who ignore these guidelines may be temporarily or permanently blocked from posting further comments. If any organization or individual(s) attempts to hijack the page with too many posts, they may be banned.

AZADV strives to be a resource to its members. To anyone interested in posting outside of these guidelines, there are numerous other places to do so.