

## Information Sharing: Community Guidelines

*Brain Injury Association of Virginia*

### **Content Usage/Adaptations**

All content published on BIAV sites (website and social media platforms) and sent from BIAV servers (emails) are the sole intellectual property of BIAV, unless cited otherwise. We encourage sharing resources, but require appropriate permission and citations to use our published information.

#### ***Website***

All content published on BIAV website pages are protected and regularly undergo plagiarism audits to ensure our content is not being used improperly by other sites. If we discover our information is being plagiarized, the organization/business will be contacted and instructed to remove the content immediately or provide appropriate citations, with links to the source materials. If BIAV publishes content another organization/business would like to adapt for their own use, we require notification, in writing to the Executive Director, of the content you intend to use, and how/where that content will be used. Once content is approved by BIAV, we require the following citation for all website pages the content appears on: *This content was adapted from the Brain Injury Association of Virginia, please go to their website for more information [www.biaav.net](http://www.biaav.net).*

#### ***Social Media***

All posts made on BIAV social media sites (Instagram, Twitter, and Facebook) are original content produced and published by BIAV. Social media sites easily allow for fellow organizations/businesses to share each other's content while maintaining proper citations, however, should an organization/business want to re-post BIAV content without "sharing" the entire post, we require notification, in writing, of the content you intend to use, and how/where the content will be used. Once content is approved by BIAV, we require the following citation for the agreed-upon social media posts: *This content was adapted from the Brain Injury Association of Virginia, please go to their website for more information [www.biaav.net](http://www.biaav.net).*

#### ***Emails***

Emails sent by BIAV staff and servers, including content and designs, are property of BIAV and require appropriate permission and citations to be used by other organizations/businesses. We encourage fellow providers to forward any of our email blasts (such as the e-newsletter, event information, etc.) to their contacts, but require written notice, permission, and appropriate citation if the content is to be recreated and sent using a different organization/business's branding. Once content is approved by BIAV, we require the following citation for all agreed-upon email blasts: *This content was adapted from the Brain Injury Association of Virginia, please go to their website for more information [www.biaav.net](http://www.biaav.net).*

#### ***Additional Property Usage Rights***

Property such as photographs, videos, and other digital materials follow similar guidelines as other content usage rights and permissions. We require, in writing, notification for using this type of property as well. The exception to these guidelines are photographs we have purchased, which will not be given permission for distribution.