



OUTLOOK BARTER BOARD POLICY

Approved By:	Senior Management Team
Date of Last Revision:	July 12, 2012
Responsible Office/Department:	Information Technology

Policy Statement

The GVSU Barter Board offers Grand Valley's employees a vehicle through which they may buy and sell articles.

Procedures

Guidelines for consistent and proper use

- Messages posted to this shared folder may refer to personal items for sale or items wanted to buy.
- Commercial messages and advertisements for items for sale or services offered are prohibited, including home businesses.
- Complaints relative to purchases of items advertised should be conducted privately
- Additionally, messages posted to this bulletin board must respect the rights of other users; for example, they must comply with all University policies regarding sexual, racial, and other forms of harassment, and shall not divulge personal data concerning faculty, staff, or students without explicit authorization to do so.

Message life span:

- Any message posted here should be deleted by the author as soon as its purpose has been resolved (e.g., the advertised item has been sold).
- Messages will be deleted automatically after 7 days.