POLICY

SUBJECT AREA: WEB SITE

Last Updated: July 30, 2018

Version 1.0

This document supersedes all previous policies and directives relating to the above subject area

B&O Railroad Historical Society

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CHANGE AND ACCEPTANCE LOG

DATE	AUTHOR	HIGHLIGHTS OF CHANGES
7/5/2017	George Stant	Version 1.0 – Initial draft.

1.0   INTRODUCTION

This document provides policies for operating the web site maintained by the Baltimore and Ohio Railroad Historical Society (Hereinafter known as Society).

2.0   PLATFORM AND IDENTITY

Operates on the following host: IX Web Hosting at **https://my.ixwebhosting.com**. The site is on a Windows platform. The customer name is BORHS; plan type Business Plus (Win). The Society is billed annually for services provided.

The address for the Society's web site is: **https://www.borhs.org**.

3.0   PURPOSE

The Society web site is a traditional site where members and others interested in the Society can enter without specific log-on procedures and explore topics of interest and/or purchase merchandise from the Society's Company Store. Various committee chairs of the Society may also create documents that are made available for public interest, in Adobe Acrobat "pdf" format, that are available on the site for download. An example is the *B&O Modeler* magazine, a publication developed for the B&O model hobbyist, that is available for free download from the Society web site.

4.0   CONTENT STRUCTURE

The Society web site contains modules for the following functional areas of the Baltimore and Ohio Railroad Historical Society:

- "About Us" providing corporate information; "Archives" for archival and historical research performed by the Society
- "Company Store" containing the Society sales module
- "Contacts" in the Society for various functions and positions
- "Events" providing information on future Society events
- "Membership" information
- "Modeler Mag" with a record of all past *B&O Modeler* magazine publications
- "eSentinel" providing an access to the subscription based electronic version of *The Sentinel* magazine;
- Other functions that need special identity from time to time

5.0   PAYMENT ACCEPTANCE RULES

At present, the volume of sales through the Company Store has not mandated an eCommerce module. Presently, purchase transactions for merchandise sold through the Company Store requires the customer to fill out a form via the Company Store module and manually insert payment information. An eCommerce module is evaluated

periodically to determine feasibility. Society members are provided member discounts on most items sold through the Company Store.

6.0   HARDWARE AND SOFTWARE SUPPORTED

- **Hardware:** The host supports all types of hardware used by individuals accessing the web site. This includes Windows based computers as well as Mac and Google based computers. This also includes all versions of tablets and smartphones.

- **Software:** All operating systems produced by Windows, Apple, and Google can access this site. There is no capability for outside users to write or delete items on this site. The site is restricted to read only except in the specific areas of Store purchases wherein customers will fill out an order form on line, or areas where customers are permitted in certain cases to download "pdf" files.

7.0   SOCIAL MEDIA

While there is no blog capability on the Society web site, the Society supports a Facebook page at **www.Facebook.com/BORRHS** which provides social media capability. The Society also exchanges information on a non-Society Yahoo Group site at **https://groups.yahoo.com/neo/groups/Baltimore_and_Ohio/info**.

8.0   SITE MANAGEMENT

The Society's website in under the overall policy guidance of the Baltimore and Ohio Railroad Historical Society Board of Directors, and under the day-to-day management of the site webmaster at **webmaster@borhs.org**. The webmaster controls site design and functional and product input under the general oversite of the Board of Directors.