

Online Community: Frequently Asked Questions

Do I have to log in to view and participate in the Online Community?

Yes. Online Community groups are restricted to ALA members only, unless a nonmember is a member of an ALA committee.

How do I log in?

Log in to the ALA website with your usual login and password. Then click on the Online Communities "people" icon at the top center of the page. You can also find the direct link under the Networking header on the ALA website.

Where does the Online Community get my profile information?

All your profile information is pulled from ALA's membership database with some exceptions. Upload your photo and create a biography to share within the Community if you choose.

How do I change my profile information?

1. On any group page, click on your photo or circle initial icon in top right corner and choose "profile" from the dropdown menu.
2. From here, you can make updates to your photo. "About me" and your notification preferences.
3. Click on the camera icon to upload or update your photo.
4. To update your "About me" section, click on the Edit button in that section and save when done.
5. To update your notification preferences, click on the gear icon next to your name. Then, you can set each group that you are a member to either off, Realtime, Daily or Weekly.
6. To update your privacy settings, click on the gear icon next to your name. Then, you can tailor what information is visible and to whom.

How do I post a discussion?

To post a new message, navigate to the group landing page. Once there, you will see your photo or icon and then a message that says: "Post a **message** to the community." When you click in the box, a pop-up window appears. In the pop-up window, click message, question or poll at the top. Create a subject line, message, add tags and at the bottom choose which group to post the message in. When done, click Post.

How do I search for shared content, resources and templates?

Click on the magnifying glass in the upper right corner of the site page to open a search window. Enter a search term such as "policies" or "timekeeping." Results will show the type of content found. Try different search terms to gather all results.

COMMUNITY ETIQUETTE/CODE OF CONDUCT

Following are general rules of engagement for members of the ALA Online Communities:

- Avoid discussing price, compensation, bonus amounts, fees or other specifics that may violate [antitrust guidelines](#).
- Do not attack others or ALA. The discussions on the community platforms are meant to stimulate conversation, not to create contention.
- Do not post commercial messages. Contact people directly with product and service information if you believe it would help them.
- Messages should not contain promotional material, special offers, job offers, product announcements or solicitation for services.
- Use caution when discussing products. Information posted on any platform is available for all to see, and comments are subject to libel, slander and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited and may be removed.
- Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- ALA has the right to reproduce anonymous segments of postings to demonstrate ongoing relevant discussions.
- Be courteous. Please ask participants for permission to republish anything elsewhere (especially if elsewhere would be a publicly viewable setting).
- Contact membership@alanet.org with problems, questions or for situation-specific advice.

Do you enjoy virtual community networking and social media? ALA welcomes volunteer moderators to help with the Online Communities. Review the [Online Community Moderator](#) opportunity description and contact membership@alanet.org for more information.