# NDLA Survey Software Policy

The North Dakota Library Association Survey Software performs the following functions.

- Distribute electronic ballots to the general membership during the annual elections.

- Conduct surveys concerning current and past members.

- Conduct surveys for the North Dakota Library Association to the general public.

Survey software shall not be used for profit advertisement or commercial marketing, non-library related surveys, political statements, or insulting, defamatory, or offensive messages

The user name and password for the survey software shall be maintained by the treasurer and executive secretary. The user name and password shall be distributed to the chair of the Nominations, Election and Voting Committee chair and the President at the beginning of their terms.

A copy of the survey software user manual, if available, shall be kept by the Executive Secretary. The President, at their discretion, may appoint an administrative consultant to assist in creation and distribution of surveys for the association. Development of the surveys shall be the responsibility of executive secretary and/or administrative consultant, other than the responsibilities assigned to the Nominations, Elections, and Voting Committee.

Surveys shall be distributed through association members e-mail addresses, placed on association's website, or linked through any social networking software that the association is using.

Requests for additional survey software other by the membership shall be directed to the NDLA president for approval by the executive board.

When using survey software, IP addresses and e-mail addresses will not be stored or collected.

Surveys shall be kept for the following times:

- Elections- election results shall be kept until validated by the executive board.

- Membership and General Public survey results- kept for as long as relevant as determined by the sponsor of the survey.

Results of surveys may be distributed according to nature and mission of survey.