Resource guidance

To submit your resource(s), please email the detail outlined below so that it can be considered to:
sustainabilityexchange@eauc.org.uk

Please include:
- weblink(s) for the resource(s) (see below)
- your contact details (autosig is fine)
- a suitable title (100 characters) and a short description (180 characters)
- page images - logos can be included
- keywords - these are used to help to refine the search on the site. Please provide any words that you think would be useful for users to find the resource
- who the copyright holder or resource owner is and any Creative Commons licence that applies to the resource

If titles, descriptions or keywords are not included, the EAUC will write this on your behalf.

What can be shared? Reports, articles, guides, websites, tools, videos, news, events and so on!

In what format? If the resource is 'linked' (see below) we can add anything! This includes audio files, ebook, excel file, image, PDF, podcast, powerpoint, video, webpage, word document, zip file.

Linked or uploaded? It is preferred that all resources are linked via the host website and are not uploaded to the Sustainability Exchange. This could be a link to a **webpage** with the resource clearly outlined on it or the **URL to the file** itself. If a resource cannot be linked, please contact the EAUC for further discussion.

No restricted access – as the ethos of the Sustainability Exchange is all about accessing sustainability resources in easily, in one place, we do not support resources that are behind a member login or require registration. If this presents an issue, please get in touch.

Taking your resource off the Sustainability Exchange - If you wish to update or remove the resource you have submitted at a later date, contact the EAUC with the detail of the resource, including a new link to it.
- If the URL to the file changes (this often happens when you upload a file with a new name e.g. v2) – you need to supply a new link.
- If the link is to a webpage and you have updated the resource on it, there is no need to contact us. If you move the webpage within your site map and this affects the page URL, you need to contact us.

How long is it available on the Sustainability Exchange? This depends on whether or not the resource is time sensitive e.g. events. Resources will remain on the site until you ask us to remove it or it is considered no longer relevant. It may also be superseded with more up to date information. Resources will also be removed when they are subject to complaint.

Commercial gain - By submitting resources to the Sustainability Exchange you do so without charge nor with the intention of commercial gain, thus in the spirit of sharing knowledge and best practice freely with your fellow professionals.

Vetting of submitted resources - Each submitted resource will be considered along the following criteria:
- Quality and suitability of resource - usefulness
- Resource type
- Possible duplication
- Resource source and ownership - is it credible and genuine, identified and permission is granted to share non commercially

Right to refuse - The Sustainability Exchange administrators reserve the right to decline any submitted resource without reason.

Once your resources and page content have been added to the Sustainability Exchange, the EAUC will email you the link so you can check it. Thanks for sharing!

www.sustainabilityexchange.ac.uk sustainabilityexchange@eauc.org.uk

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