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ODA USE ONLY	
REVIEWED BY:	
TOTAL SCORE:	
DECISION:	<input type="checkbox"/> SELECTED <input type="checkbox"/> REJECTED

## ODA LINK DIRECTORY CHECKLIST

SITE URL: \_\_\_\_\_  
 SITE ADMINISTRATOR: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

### CHECKLIST:

#### Purpose and Content of the site:

- YES    NO   Is the purpose of this website stated clearly?
- YES    NO   Is the audience of this website agriculture-related?
- YES    NO   Is the language and reading level of this website appropriate to an agriculture-related audience?
- YES    NO   Is the website information factual?
- YES    NO   Is the website information original information and in compliance with all standard internet copyright laws?
- YES    NO   Is the website information relayed completely and not in a partial, summarized format?
- YES    NO   Does this website author have the commitment and stability to maintain the site on a frequent basis?

#### Site Accuracy and Authority:

- YES    NO   Does the website provide accurate information as best as can be determined?
- YES    NO   Does the website avoid projecting or sponsoring a political or ideological bias?
- YES    NO   Is the resource provided by a reputable publisher, organization, or expert?
- YES    NO   Are the author's or publisher's qualifications and credentials stated on the website?
- YES    NO   Are all sources of information cited and verifiable?

#### Site Maintenance and Stability:

- YES    NO   Is the website information current?
- YES    NO   Is the website information updated frequently?
- YES    NO   Is the website expected to remain available for the foreseeable future?
- YES    NO   Does the website provider agree to notify ODA if the link changes or is moved?

#### Site Scope and Uniqueness:

- YES    NO   Does the scope of the resource match the expectations of the intended audience?
  - Are all aspects of the subject covered?
  - To what level of detail in the subject matter does the resource go?
  - Is the information in the resource limited to certain time periods?

YES  NO Is the website content unique to other sites already listed in the ODA directory?

**Site Format, Appearance, and Workability:**

YES  NO Is the website designed intuitively and clearly organized?

YES  NO Is the navigation structure of the site manageable for an agriculture-related audience?

YES  NO Is the site interesting to view and does it promote any visual elements to enhance the resource?

YES  NO Is the site convenient and effective to use?

YES  NO Is the site user friendly?

YES  NO Does the site respond to a variety of browsers and connections?

YES  NO Is the site searchable?

YES  NO Is the site organized in a logical manner to facilitate searching?

YES  NO Is the organizational scheme appropriate?

YES  NO Is a useful search engine provided?

YES  NO Can the resource be accessed with standard equipment and software?

YES  NO Does the site offer easy access to download special software (ie: Acrobat Reader, Real Player) needed to view the site accurately?

YES  NO Does the site respond quickly when accessing?

YES  NO Is the site frequently online and functioning properly?

**Site Cost and Security:**

YES  NO Is the site a free site?

YES  NO If "No", does the site clearly state it is a fee-based site?

YES  NO If "No", does the site use a secure server in retrieving this information?

**Accountability of Site Provider:**

YES  NO Is the site provider willing to sign a waiver stating they have read and understand the external linking policy outlined by the Ohio Department of Agriculture?

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**SELECTION SCORING:**

- In order to be selected, the ODA guideline is 80% or higher.
- Each "Yes" answer counts as a single point.
- To calculate your selection percentage, use the following formula:  $(Total\ Points) / (36) \times 100$

Total Yes Answers:  Total Possible:  Your Percentage: