

TLB - The Digital City

Official Policies and Guidelines

1. Introduction

Welcome to **TLB - The Digital City**, a vibrant community dedicated to fostering meaningful connections among authors, writers, artists, musicians, and creative enthusiasts. Our goal is to provide a collaborative and inspiring platform for individuals to showcase their talents, gain exposure, and grow their creative careers.

TLB operates across multiple platforms, including WhatsApp, Instagram, YouTube, and more, offering various competitions, promotions, and opportunities for our members.

TLB Official Links:

- [Instagram](#)
 - [YouTube](#)
 - [Website](#)
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2. Community Membership Policy

1. Lifetime Free Membership:

- Each new member is assigned a unique ID number upon joining, which reflects the total number of members in the community at that time.
- This ID provides lifetime free membership and access to TLB activities as per the respective group guidelines.

2. Re-entry Policy:

- If a member leaves the community and wishes to rejoin later, a re-entry fee of **Rs 500** will be applicable.

3. Prime Membership:

- TLB offers exclusive Prime Memberships with added benefits for authors, editors, bookclubs, bookstores, and publishers. (Refer to Section 5 for details.)
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3. General Rules and Regulations

1. **Respecting Privacy:**

- Direct messaging other members on WhatsApp without prior consent is strictly prohibited.
- Violations must be reported to the admin, and offenders will be permanently removed.

2. **Language Policy:**

- English is the official language for communication across all TLB rooms to ensure clarity and inclusivity.

3. **Promotion Guidelines:**

- Promotion of any kind is allowed **only in the Promotion Room**.
- Prime Members are permitted to promote in designated areas as per their membership benefits.

4. **Link Sharing:**

- Sharing of WhatsApp group links is not allowed, except for TLB Prime-sponsored groups.
- Members may provide information about their groups (excluding links) in the Promotion Room.

5. **Use of AI Tools:**

- The use of AI-generated content in any competitions, submissions, or creative works within TLB is strictly prohibited.

4. **Community Rooms and Their Purpose**

1. **Main Room:**

- Reserved for general discussions and important announcements.
- No self-promotion is allowed, except by TLB Prime Members.
- Room for Introduction by new members and TLB ID allotment by the appointed Managers.

2. **Promotion Room:**

- All members can promote their books, artwork, and other creative works once a day.

3. **Prime Membership Room:**

- Exclusive for members interested in subscribing to TLB Prime.
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5. TLB Prime Membership Options

For Authors:

- **Membership Fee:** Rs 200/month
- **Benefits Include:**
 - Book promotions through TLB Bookshop.
 - Weekly Collaboration on Instagram (Content shared by them)
 - Monthly Collaboration on YouTube (Content shared by them)
 - Feature in TLB Magazine (one section per author).
 - Annual offline book promotions at TLB events.
 - Profile and book features on the upcoming TLB website.

For Editors/Publishing Houses/Others:

- **Membership Fee:** Rs 700/month
 - **Benefits Include:**
 - Daily promotion in designated TLB rooms.
 - Weekly Collaboration on Instagram (Content shared by them)
 - Monthly Collaboration on YouTube (Content shared by them)
 - Highlight in TLB Magazine and website.
 - Special promotions during TLB public events.
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6. Revenue Model

TLB generates revenue through the following channels:

1. Subscription-Based Income:

- TLB Prime memberships for authors, editors, communities, companies, bookclubs and publishers.

2. Sponsorships:

- Partnerships and sponsorships for offline and online events.

3. Sales and Commissions:

- Art sales and merchandise.

7. Modes of Operation

TLB operates through various platforms, including:

- WhatsApp Community (Primary Headquarters)
- Instagram
- YouTube
- Website
- Telegram
- Facebook
- Amazon
- LinkedIn
- Wattpad
- Annual offline events in Delhi and other metro cities

8. Competitions and Events

TLB hosts a variety of creative competitions and events, including:

1. Literary Events:

- TLB Author Interviews
- TLB Wattpad Writing Competition
- TLB Poem and Book Anthologies
- TLB Author's Reality Show
- TLB Review Circle
- TLB Book Review Generator Room

2. Art Competitions:

- Pen-Art Sketch
- Painting Competition

- Colour Pencil Sketch
- Graphite Pencil Sketch
- Digital Art

3. Daily Competitions:

- Instagram Post Competition
- YouTube Competition
- Photography Competition
- Debate Competition
- Project TLB UNIVERSE

4. Special Projects:

- TLB Web Series (Under Production)
- TLB Comics & Manga (In Development)
- TLB Magazine (Upcoming)

9. Management Guidelines for TLB Managers

To ensure smooth operations within TLB, all managers are expected to adhere to the following guidelines:

1. Responsibilities:

- Facilitate smooth communication and resolve member queries promptly.
- Monitor activities in community rooms to ensure compliance with TLB policies.
- Report any issues, violations, or concerns to senior management.

2. Content Moderation:

- Ensure that all content shared within the community aligns with TLB's values and standards.
- Remove inappropriate content and warn members as necessary.

3. Member Engagement:

- Actively encourage participation in events and competitions.
- Assist new members with onboarding and provide guidance.

4. Confidentiality:

- All internal discussions and member information must be kept strictly confidential.

10. Code of Conduct

All TLB members and managers are expected to:

- Act professionally and respectfully towards others.
- Adhere to community rules and guidelines.
- Maintain a supportive and inspiring environment.
- Avoid any form of harassment, bullying, or discrimination.

11. Disciplinary Actions

Violations of TLB policies may result in the following actions:

1. **Warning:** For minor infractions.
2. **Temporary Suspension:** Repeated offenses may result in temporary removal.
3. **Permanent Removal:** Serious breaches of conduct will lead to permanent removal from the community.

12. Contact Information

For any queries, concerns, or membership-related questions, please contact TLB via:

- **Email:** tlb.thedigitalcity@gmail.com
- **WhatsApp Support:** +91 74818 79626
- **Instagram DM:** [@tlb_thedigitalcity](https://www.instagram.com/tlb_thedigitalcity)
- **Website:** <https://tlbcity.com/>

This policy document is subject to periodic updates and modifications. Members will be notified in advance of any major changes.

- **Created by Sharad Kumar, Founder, TLB - The Digital City**
- **Legal Advisor: Adv. Tanisha Sikarwar**

