

Web Development Group

2/5/02

Present: AMC, TC, BC, JG, BJ, NPG, CP, SS, ES, MW

1. Minutes from 01/09/02 meeting distributed and approved.
2. Style Guide and Policies

Anne Marie distributed a new draft of a revised "House Style Sheet" for the Staffweb. This guide covers usage and forms of names for all library communications and publications. A few additions and suggestions were given. After further revision, Anne Marie will pass this document to Beth and Ben for posting.

Sarah distributed an outline of issues and questions for the Web Development Group mission statement and policy guidelines. Included was a very useful outline of a policy page. The group approved the outline, which appears in a slightly modified form below:

- I. University Libraries Web Site Mission
- II. Development and Oversight of the Library Web Site: Responsibilities
 - A. Electronic Resources Librarian
 - B. Web Development Group
 - C. Departmental/Unit Liaisons for Web Site
 - D. Systems/ Automation Services for Web Developers
- III. Design Philosophy
 - A. University Libraries Web Site Design Guidelines: Public Web Site
 - B. University Libraries Web Site Design Guidelines: Staff Web Site / Intranet
 - C. University Libraries Web Site Design: Other Web Coding Guidelines
- IV Maintenance and Administration
 - A. Submitting Content for the Web Site
 - B. Linking Policies
 - C Responsibilities for Review and Updating
 - D Library Web Server Hardware / Software Administration

Sarah and Beth will work on the draft mission statement for the next meeting.

Sarah also provided some information on copyright and web pages, including a page from the UT Libraries' Copyright pages:

<http://www.utsystem.edu/OGC/IntellectualProperty/I-diglib.htm> .

The group discussed implications of copyrighting specific web pages, and the distinctions to be made in copyrighting digital objects created by the library and copyrighting pages of linked information. For digital objects, Ethel informed the group that the newest version of the Libraries' deed of gift does specify the right to digitize and also asks for copyright.

3. Database-Driven Web Sites

Beth distributed copies of the handouts she received at a LITA Regional Workshop on Database-driven web sites. She discussed some of the examples of database-driven content she had seen and also plans to offer some open houses/workshops on the topic for library staff.

4. InfoLinks WebPac design

Beth announced that the OPAC Training Committee (OTC) and InfoLinks Steering have asked the Web Development Committee to assume responsibility for the design aspects of InfoLinks. OTC would still develop training materials and sessions and would oversee any functional changes, monitoring design aspects for ease of use, accessibility, etc. The group agreed that this might be an appropriate assignment, with some questions as to procedures.

Necia's experience in OTC and Web Development Group would allow her to serve as the liaison between the two groups. Necia offered to conduct a quick use study to help with design. Ben distributed drafts of InfoLinks buttons and headers that might be implemented immediately:

<http://libinfo.uark.edu/ben/infolinkstestrecord.asp>

<http://libinfo.uark.edu/ben/infolinkstestrecord2.asp>

Beth will invite Deb Kulczak and other OTC members to our next meeting to further discuss InfoLinks projects and needs.

5. Project Reports

A. Special Collections

Ethel and Cheri discussed the Special Collections module. It is now live at:

<http://libinfo.uark.edu/specialcollections/>

Ethel and Ben are working on a template for online exhibits. The next step in the project will be to transfer the few remaining free-standing files (e.g., the Vertical File Index). Then the group will tackle methods for migrating and/or managing the hundreds of manuscript finding aids pages currently on the older home page.

Because we anticipate that the Special Collections module will become quite large (many files, images, and pdfs), disk space is a concern. The Special Collections folder has been moved to the D:\ drive of Dante, where there is more space. Todd reported that Dante has approximately 900 MB of free space on Dante's C:\ drive and approximately 20 GB of free space on the D:\ drive.

B. Distance Education

Beth announced that the new Distance Education pages are partly up; we are waiting for more policies and content from various public services units. There is a online registration form online for distant students to complete:

http://libinfo.uark.edu/distance_ed/

http://libinfo.uark.edu/distance_ed/registrationform.asp

Respectfully submitted,

B, Juhl
3/4/02