Web Development Group 01/19/05

Present: Boyd, Candido, Cantrell, Dye, Juhl, Miller, Santos, Walker

1. Minutes from 12/15/04 meeting
   approved without amendment

2. Welcome new members.
   Beth welcomed Debra Miller and Jan Dixon \textit{(in absentia)}. The group discussed whether the meeting time of 1:30 should be moved to allow for Jan's evening shift. We will keep the schedule of the 1st and 3rd Wednesdays at 1:30 for the time being. Both Deb and Beth are usually on the reference desk at 3 so we will need to keep our meetings ton an hour and a half.

3. BJ - Library Survey
   Beth announced that the library administration was not interested in expensive incentives for the web site survey (http://libinfo.uark.edu/webdev/librarysurvey.asp). They proposed that we give out a cup a week. The group discussed this but decided that it was not enough incentive to undertake re-working the survey. Instead, the survey will continue to be available on the news rotator and also on the "suggestions page" at http://libinfo.uark.edu/mailforms/suggestionmenu.asp. Beth will ask the teaching librarians to mention it in classes. Although the survey sample is small, Sarah will write a short report on the general improvements/themes suggested by survey comments to this point.

   Sara h commented that a Computer Services staff member had told her that the Libraries' Web site is "the best on campus." [hearty cheer]

4. BJ - Web Site Structure
   Beth handed out a set of labels with top-level links on the Web site. She asked members to arrange these - renaming or adding links as they felt best - into a main page structure for the next meeting. She also distributed a working copy of the divisional/department/unit structure for the personnel and other databases. There was a question about the name for "Collection Management Services and Systems." Beth will ask Judy Ganson if a more clear version, such as "Collection Management and Systems" or "Collection Management and Computer Systems" would be acceptable.

5. AMC - Personal Web Site Guidelines
   Anne Marie handed out a draft policy for personal Web sites and their relationship to the general library site. The group discussed issues related to a large tutorial, such as Necia Parker-Gibson's Jumpstart! Jumpstart! has a great deal of specific library information embedded in it, such policies or hours for specific departments. Because Jumpstart! is not maintained as part of the overall library Web site, it is not updated automatically when those departments update their own information. Judy proposed that it would be better if Necia could more often link to departmental information, rather than replicating it. Beth proposed that Necia try to limit the tutorial to research principles and practices, rather than providing specific library information. Beth will discuss this with Necia.

   The group offered a few clarifications and additions to the draft policy, including adding information about submitting personal Web sites to the general university listing at: http://www.uark.edu/campus/People/HomePages/. Other changes were: making explicit that the Web Development Group may review certain substantial resources for linking from the library site and that personal Web pages are not listed in the personnel directory. Anne Marie will make these changes and send another draft to the group for their approval.

6. AMC - Handout Guidelines
   Anne Marie handed out draft guidelines for library handouts, research guides, and
Powerpoint files. Judy suggested that we provide staff with Word templates—which would not be mandatory but might be useful—for each category. As the meeting time was growing short, Anne Marie asked that everyone review the document and send comments before our next meeting.

7. **BJ – Updated Web Site Guidelines**
Beth distributed several pages on the Web Development—both committee information and developer guidelines. She asked that members review this material for our next meeting.

**Next Meeting:** Wednesday February 2 at 1:30 in room 472B

**Homework for next time:**
- Review draft handout guidelines for Anne Marie
- Compose a draft organization structure for the main web page using labels distributed by Beth
- Review Web Development Committee and style materials distributed by Beth

Respectfully submitted,
B. Juhl