Web Development Group
(Priority Strategic Initiative Coordinating Committee 14/15)
Quarterly Report – February 2002
Members: Beth Juhl (Chair), Anne Marie Candido, Todd Cantrell, Ben Crozier, Necia Parker-Gibson, Cheri Pearce, Sarah Santos, Mary White, Judy Ganson (admin liaison)

Overall objectives:

-document all major operational policies and procedures
-create departmental Web pages
-manage the graphic design and establish design templates
-establish web protocols (such as search engines)
-organize content
-provide staff development opportunities to ensure all personnel involved in web management are well trained

The group continued to work on many of the projects described in the Quarterly Report of 10/01. Significant projects underway or completed are:

1. Departmental and Divisional Web Pages

1A. Special Collections Division Pages

Ethel Simpson joined the group to assist in overall design and priorities for the Special Collections module. Special Collections has several hundred web pages on the "old" library web site (http://www.uark.edu/libinfo) and also on a separate cavern account (http://www.uark.edu/speccoll/). While many of these pages are simple directories or lists, there are several online exhibits containing many images and the majority are manuscript collection finding aids. From 300 – 400 of these online finding aids also have InfoLinks and OCLC records containing the URL. Migrating and updating such a large body of material while still maintaining internal and external links has been a considerable undertaking.

A subcommittee of Simpson, Pearce, Juhl, and Crozier worked on a template for Special Collections pages, deciding to give this area of the web page its own color scheme while keeping the format similar to the rest of the web site. Crozier designed new graphic elements and images for the page while Simpson, Juhl, and Pearce met weekly to migrate specific pages to the new format. Much time was spent in learning the basics of HTML editing software, Dreamweaver, and in developing and applying cascading style sheets. By early February. most of the top level pages and directory structure had been moved to the new format:

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

Much work remains to be done on this project, including:

--an exhibits template for changing online displays
--a database of manuscript finding aids for sorting and displaying
--an email question form and other interactive mailforms
--standards for images (formats, quality, copyright, watermarking)
--interface with digital collections projects created with Contentdm software
--a possible folklore database project

A related project is the mounting of an Access database containing records from the Manuscript Society.

1b. Books and Letters Online
Crozier scanned all *Books & Letters* issues back to 1998 into jpeg format and created a series of menu pages**.** This was an especially time-consuming project as the JPEG format is not ideal for capturing text. In the future, it is hoped that the Libraries can retain digital copies of finished issues for better web appearance:

http://libinfo.uark.edu/info/books_letters.asp

A current project involves digitizing the complete index to *Books & Letters* created by Andrea Cantrell.

1c. New Books List
White and Juhl worked with Ann Waligorski to improve the new book list. Procedures were written to extract the new book titles each month, to edit and format that list for posting, and to provide active links back to the online catalog**:**

http://libinfo.uark.edu/acquisitions/newacqmenu.asp

1d. Proxy Server Help / Remote Access Pages
Pages were rewritten for greater clarity and ease of navigation. Instructions and screen shots were included for new versions of browsers, Netscape v.6.X and IE v. 6.X. Instructions and screen shots were also added for Cable Modem and Networked users. An ad hoc committee recommended that PIN numbers no longer be used for remote access authentication, which has greatly reduced remote access questions:

http://libinfo.uark.edu/access/

1e. Distance Education Module
Necia Parker-Gibson worked with Bobby Craig and Elaine Terrell from Continuing Education on a library instructional module to be hosted on the Continuing Education server. Necia also invited Craig to Mullins Library to give a demonstration of the BlackBoard course management software that Continuing Education uses. After some discussion with the *ad hoc* Distance Education Committee (Bailey, Daniels, Juhl, Lennertz, McKee, Parker-Gibson, Salisbury, Shrauger) it was decided to redesign a basic information module for distant students. These pages incorporated an online registration form, which is emailed to ILL, Circulation, and Electronic Resources. Many parts of this module are waiting for content and policies from departments:

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

At a later date, the Distance Education Committee may develop BlackBoard library modules for incorporation into online course.

1f. Other Departmental Information

-Gov Docs links completed**:** http://libinfo.uark.edu/govdocs/govdocslinks.asp
-Basic information added for Physics and Chemistry libraries; Periodicals Department
-Discussions begun on GIS pages and how to adopt the web pages created by the GIS grad assistant.
-A database of subject selectors was created:
http://libinfo.uark.edu/info/selectors.asp
-Parker-Gibson has continued work on updating the Jumpstart library instruction module on the cavern server. Due to the press of other work, little

progress has been made on revamping the other basic reference guides and help pages.

2. Library StaffWeb
Modules, policies, and procedures continue to be added.

2a. Cataloging StaffWeb Pilot Project
White and Crozier continue to collect and add material to the Cataloging pages. A project completed this quarter was the Database Maintenance Manual and the addition of cataloging meeting minutes:

http://libinfo.uark.edu/cataloging/catstaffweb.asp

The Committee is eager for departments to submit internal procedures as they are collected and organized. Two departments that the group has identified for future projects are Systems and Serials.

2b. General Library Policies and Procedures
Candido worked with the Dean's Office and administrative units to collect and edit policies and procedures for the StaffWeb. While Travel and Room Reservation Policies are still forthcoming, links to many internal and external resources have been added:

http://libinfo.uark.edu/libadmin/libpolicies.asp
http://libinfo.uark.edu/libadmin/uapolicies.asp

2c. Library Committees
Candido also collected information on standing committees. Members, meeting times, minutes and reports are now posted online:

http://libinfo.uark.edu/committees/

3. Web Server Structure, and Policies and Procedures

3a. Web Policies and Procedures
A subcommittee led by Candido (White, Santos, Juhl, Crozier, Simpson) began work on documenting web policies and procedures, including style guidelines, submitting and reviewing information for web publication, and constituencies served by various Web Development Committee members.

Candido revised and updated the Library's *House Style Guide* for web publication. This will serve as a tool for all library staff but also will provide basic style and usage guidelines for the web pages. Candido also worked with White to produce draft guidelines for submitting materials for web publication. Santos developed a draft mission statement and outline of Web Development Committee responsibilities. Juhl developed a web comments feedback form. Santos has also investigated and reported on issues relating to copyright and web pages.

While much of this material is still in draft form, the group hopes to complete this module by July 1st.

3b. Server Statistics
Cantrell and Juhl presented a report on options for collecting home page use statistics:

http://libinfo.uark.edu/webdocs/psicc/websitestats.pdf

Subsequently, a free statistics package, Analog, was downloaded and is being configured for our server.

3c. Server Structure and Security

To allow for future growth space, a new folder was created on a separate drive of the dante server, called "WebDocs." This folder holds pdfs and other large-sized documents for the web page. The Special Collections directory is also resident on a different drive to accommodate large numbers of images and files.

The dante server hosts the ArkLink website (http://arkansas-libraries.arkansas.edu). For security reasons, the ArkLink webmaster is now sending those files to Juhl for posting, rather than accessing the server remotely.

4. Staff Training and Web Development Tools

4a. Dreamweaver, Image Editing, and Cascading Style Sheets
As mentioned above, Juhl and Crozier have been working with Simpson and Pearce to learn HTML editing tools as they build the new Special Collections pages.

4b. Database-Driven Content
Juhl attended a LITA workshop in January on database-driven web sites. She later presented two workshops to almost 50 library faculty and staff on how databases are currently used on the web page and how other libraries are using database structure for their web content

5. Other Projects

5a. InfoLinks Redesign
In February, the OPAC Training Committee (OTC) began discussions with our group on how to upgrade the design and graphical elements of the InfoLinks webpac. Much of our discussions have concerned the assignment of responsibilities for design elements and functional elements. Work continues in this area with a tentative target date of early summer for the first basic revision before tackling new modules, such as Advanced Searching. Parker-Gibson will be conducting usability studies to assist in this effort.

6. Goals for July 1st:

Top Priority:

- -Basic Web Page Policies and Procedures online
  - -guidelines for submitting material
  - -WDC mission statement and procedures
  - -recommendations for priorities and membership of FY 2003 WDC
- -InfoLinks Web OPAC Redesign with OPAC Training Committee
- -Use Statistics regularly posted for web page
- -Recommendations for Site Search Engine software

If time allows:

- -Reference Guides and Help pages
- -Manuscripts Finding Aids Project

-Systems support pages and database
-Personnel Database project
-Copyright notices for online databases
-Inventory and weeding of old pages on cavern
-Functional enhancements:
    -passworded pages for StaffWeb
    -printer-friendly pages and scripts

Respectfully submitted,
B. Juhl